OKI

User's Manual

Setup Guide

This manual contains cautions on how to use this product safety.
Before you use this product, please make sure that you read this manual.

This manual supports the following models.
MB760dnfax, MB770dn, MB770dnfax, MB770dfnfax, ES7170dn MFP, ES7170dfn MFP, MB760, MB770, MB770f, MPS5502mb, MPS5502mbf

About the Product Warranty

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

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Apple, Macintosh, Rosetta, Mac and Mac OS are registered trademarks of Apple Inc.

Other product names and brand names are registered trademarks or trademarks of their proprietors.

As an ENERGY STAR ® Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

This product complies with the requirements of the Council Directives 2004/ 108/EC (EMC), 2006/95/EC (LVD),1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU(RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product to achieve EMC directive 2004/108/EC compliance and configurations other than this may affect that compliance.

cable type	length (meters)	core	shield
Power	1.8	✘	✘
USB	5.0	✘	✔
LAN	15.0	✘	✘

Emergency first aid

Take care with toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

Manufacturer

Oki Data Corporation,
4-11-22 Shibaura, Minato-ku,
Tokyo 108-8551,
Japan

For all sales, support and general enquiries contact your local distributor.

Importer to the EU/Authorized representative

OKI Europe Limited (trading as OKI Printing Solutions)

Blays House
Wick Road
Egham
Surrey, TW20 0HJ
United Kingdom

For all sales, support and general enquiries contact your local distributor.

Environmental information

For Your Safety

Read the User's Manual for your safety before using the product.

Cautions related to safety

⚠WARNING A warning provides additional information which, if ignored, may result in a risk of personal injury.

⚠CAUTION A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

General cautions

⚠WARNING		
Do not touch the safety switch inside the machine. Doing so may cause electric shock when high voltage occurs. In addition, gears can rotate, which may result in personal injury.	Do not use an inflammable spray near the machine. Doing so may cause fire since there is an area heating up within the machine.	Pull the power plug out of the socket and contact with a customer's service centre when the cover is unusually hot, smoking, giving off questionable odour, or making a strange noise. Failure to do so may cause fire.
Pull the power plug out of the socket and contact with a customer's service centre when a liquid such as water enters in the internal parts of the machine. Failure to do so may cause fire.	Pull the power plug out of the socket and remove foreign materials such as clips when they fall inside the machine. Failure to do so may cause electric shock and/or fire leading to personal injuries.	Do not operate and/or disassemble the machine other than that directed in User's Manual. Doing so may cause electric shock and/or fire leading to personal injuries.
Unplug the power cord and contact with a customer's service center if the machine is dropped or the cover is damaged. Failure to do so may cause electric shock and/or fire leading to personal injuries.	Unplug the power cord periodically to clean plug blades and root section between the blades. If the power plug remains inserted for a long time, the root section will get dusty, and the plug may be shorted out, which may cause fire.	Do not clean spilled toner with a vacuum cleaner. If cleaning spilled toner with a vacuum cleaner, it may catch fire due to the sparks from electric contact. Toner spilled on the floor should be wiped off with wet cloth.
Do not insert materials in a vent hole. Doing so may cause electric shock and/or fire leading to personal injuries.	Do not put a cup with liquids such as water on the machine. Doing so may cause electric shock and/or fire leading to personal injuries.	Do not touch the fuser and other parts when opening the cover of the machine. Doing so may cause burns.
Do not throw toner cartridges and image drum cartridges into fire. Doing so may cause dust explosion leading to burns.	Do not use a power cord, a cable, or a ground wire other than those that are indicated in User's Manual. Doing so may cause fire.	The operation of using UPS (uninterruptible power source) or inverters is not guaranteed. Do not use uninterruptible power source or inverters. Doing so may cause fire.

⚠CAUTION	
Do not come closer to the paper's exit area when the power is turned on, while printing. Doing so may result in personal injury.	Do not touch a damaged liquid-crystal display. If liquid (liquid crystal) leaked from the liquid-crystal display gets into the eyes or mouth, flush with large amount of water. Follow the direction from a doctor if necessary.

When installing or moving

⚠WARNING

For the U.S.A. and Canada
Multifunctional Digital Systems require 110 to 127 V, 10 A, 50/60 Hz electric power.

For the EU
Multifunctional Digital Systems require 220 to 240 V AC, 5 A, 50/60 Hz electric power.

Except the U.S.A., Canada and the EU
Multifunctional Digital Systems require 220 to 240 V AC, 5 A, 50/60 Hz electric power.

- Do not use a power supply with a voltage other than that specified.
  Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this machine to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.
  In areas, except the U.S. and Canada, where a 2-pin plug is used, the machine must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cord securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cord.
  The following things should not be done to the power cord.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Heating
  - Situating it near radiators or other heat sources

  This could cause a fire or give you an electric shock. If the power cord is damaged, contact your dealer.
- The socket outlet shall be near the equipment and be easily accessible.
- Pull out the plug from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

⚠ CAUTION

- When removing the plug from the outlet, do not pull the power cord. Always hold the plug when removing it from the outlet. If the power cord is pulled, the wires may break and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked.
  If the temperature within the machine becomes too high, a fire could result.

■ Other points

- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the machine, and the machine could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid locations that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation.
  Without adequate ventilation, the unpleasant odor released by ozone will begin to dominate the atmosphere.

When using the machine

⚠ WARNING

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the machine becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.
  Turn the main power switch OFF and remove the plug from the outlet, then contact your service representative.
- If the machine will not be used for more than one month, remove the plug from the outlet for safety purposes during that time. If an insulation failure occurs, this could cause a fire or give you an electric shock.

⚠ CAUTION

- Do not place heavy objects (8Kg/18lb. or more) on the original glass and do not press on it with force. Breaking the glass could cause personal injury.
- Do not place heavy objects (8Kg/18lb. or more) on the machine. If the objects fall off, this could cause injury.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to injure your hand in the machine.
- Be careful not to let your fingers be caught when closing the tray. This could cause an injury.
- Be careful not to let your fingers be caught between the equipment and the duplexing unit or automatic duplexing unit. This could cause an injury.
- Do not touch the metal portion of the guide plate in the duplexing unit or automatic duplexing unit as it could burn you.

- Do not touch the hinge (= a connecting part) on the rear side of the Reversing Automatic Document Feeder. This could catch and injure your fingers when you open or close the Reversing Automatic Document Feeder.
- Always keep hands and fingers clear of the finisher tray hinge, as the tray could move unexpectedly. Failure to do so could result in injury to your hand and/or fingers.
- Do not use the pulled out tray as steps. This could injure you if you fall.
- When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel. This could cause personal injury.
- Do not place objects of weighing 3.3 kg/7.3 lb. or more on the optional work table. Breaking the work table could cause personal injury.

■ Other points

- Be very careful to treat the touch panel gently and never hit it. Breaking the surface could cause malfunctions.
- Be sure to turn the power OFF when leaving the office or if there is a power outage. However, do not turn the power OFF if the weekly timer is in use.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum and transfer belt. This could cause image problems.
- Do not open/close the covers and the MPT, or pull out the trays during printing.

During maintenance or inspection

⚠ WARNING

- Never attempt to repair, disassemble or modify the machine by yourself. You could cause a fire or get an electric shock.
- Do not let liquids such as water and oil get into the machine when cleaning the floor. This could cause a fire and give you an electric shock.

⚠ CAUTION

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.
- Do not touch the stapling area. The actual needle point could cause you personal injury.

■ Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the machine.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

When handling supplies

⚠ CAUTION

- Never attempt to incinerate toner cartridges and waste toner boxes. Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

■ Other points

- Read the user's manual carefully to replace the toner cartridge using the correct procedure. An improper procedure could cause toner leakage or scattering.
- Do not open the toner cartridge forcibly. This could cause toner leakage or scattering.
- Keep the toner cartridge out of the reach of children.
- If toner is spilt on your clothes, wash it off with cold water. If you use warm water, your clothes will be permanently stained with toner because it will not come out .
- If toner leaks from the toner cartridge, be careful not to inhale or touch it.

First-aid measures

If you inhale or touch toner, etc; carry out the following treatment.

- Inhalation: Remove from exposure area to fresh air immediately. Contact a physician if there is any difficulty in breathing or other signs of distress.
- Skin Contact: Wash with soap and water. Wash clothing before reuse. If irritation occurs or is persistent, seek medical attention.
- Eye Contact: Immediately flush eyes with plenty of water for at least 15 minutes. If irritation persists, call a physician.
- Ingestion: Dilute stomach contents with several glasses of water.

About the Manuals

The following user manuals are included with this product.

All guides are included in the software DVD-ROM.

1 Step Read the Setup Guide first.

Installing the machine

Setup Guide (This manual)

Before using this machine, please read the warnings and precautions to ensure the safe use of this machine. We have also provided explanations about necessary preparations such as installation procedures and how to load the paper.

- Checking the Product
- Installing the Machine
- Turning Power ON/OFF
- About Paper
- About Document Copies
- Using Each Function

2 Step After you have completed the setup of this equipment, read the Basic Guide.

Testing the machine, copier, fax, and scanner.

Basic Guide

This guide describes each function and basic methods of use. In addition, we have provided an explanation about how to register data in the address book.

- Printing
- Copying
- Fax
- Scanning
- Utilities that can be used with this machine

3 Step Read these guides as necessary.

Making full use of the machine

Advanced Guide

This guide describes the use of convenient print functions such as summarizing or sorting, and advanced functions such as job memory, user authentication, and access control. Explanations are also provided about settings that can be configured from the operator panel, as well as network settings.

- Printing Operations
- Copying Operations
- FAX Operations
- Scanning Operations
- Registering Functions and Settings
- Setting Items/Printing Reports

When there is a problem or you need to repair the machine

Troubleshooting Guide

This guide describes how to deal with error messages, such as those that accompany paper jams, describes regular maintenance and cleaning of the device, and explains how to replace consumables. The machine specifications are included as well.

- Troubleshooting
- Maintenance

Controlling/Setting from the Computer

Utility Guide

This guide describes the utility software for your computer.

- List of Utilities
- About AddressBook Viewer
- About e-Filing Backup/Restore Utility
- About TWAIN Driver and File Downloader
- About Remote Scan driver
- About WIA driver

Step 3 Read these guides as necessary. (continue)

Using the TopAccess

TopAccess Guide

This guide describes how to use the TopAccess.

- Overview
- [Device] Tab Page
- [Job Status] Tab Page
- [Logs] Tab Page
- [Registration] Tab Page
- [Counter] Tab Page
- [User Management] Tab Page
- [Administration] Tab Page
- [My Account] Tab Page
- Functional Setups

Using the e-Filing

e-Filing Guide

This guide describes how to use the e-Filing.

- e-Filing OVERVIEW
- OPERATIONS WITH THIS EQUIPMENT
- OVERVIEW OF e-Filing WEB UTILITY
- HOW TO MANAGE USER BOXES/FOLDERS
- MANAGING DOCUMENTS
- EDITING DOCUMENTS
- SYSTEM ADMINISTRATION

About This Manual

Notation used in this manual

The following notations may be used in this manual.

If there is no special description, Windows 7 is used as Windows, Mac OS X 10.7 is used as Mac OS X, and MB770dn is used as the machine for examples in this document.

Depending on your OS or model, the description on this document may be different.

- About the Administrator
  - Administrator: The person who makes settings of this equipment and operates the equipment. When the multiple persons use this equipment, the administrator is the person who manages the equipment.
  - Network administrator: The person who manages the computer and the network.

Terms in this document

The following terms are used in this manual.

Note

- Indicates important information on operations. Make sure to read sections with this mark.

Memo

- Indicates additional information on operations. You should read sections with this mark.

- Indicates where to look when you want to know more detailed or related information.

WARNING

- A warning provides additional information which, if ignored, may result in a risk of personal injury.

CAUTION

- A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

Symbols in this document

The following symbols are used in this manual.

Symbols	Description
[ ]	● Indicates menu names on the display screen. ● Indicates menu, window, and dialog names on the computer.
" "	● Indicates messages and input text on the display screen. ● Indicates file names on the computer. ● Indicates reference titles.
[ ] button/key	Indicates a hardware button on the operator panel or a key on the keyboard of the computer.
>	Indicates how to get to the item you want in the menu of this machine or the computer.
Your machine	Indicates a machine you want to use or select.

Illustrations in this document

The illustrations of the machine used in this document may be different from what you actually see on your machine.

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Checking the Product

Name and Function of Each Part P.16

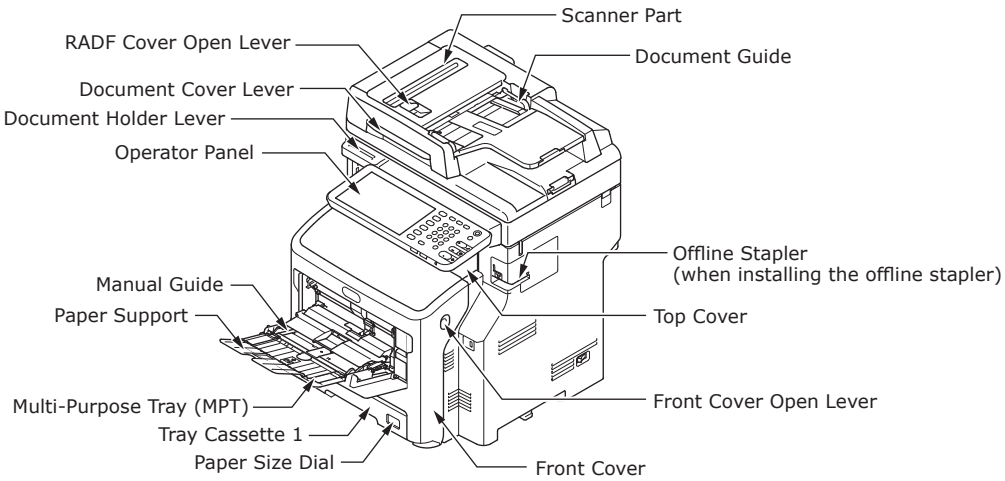
About the Operator Panel P.21

Checking the Product P.24

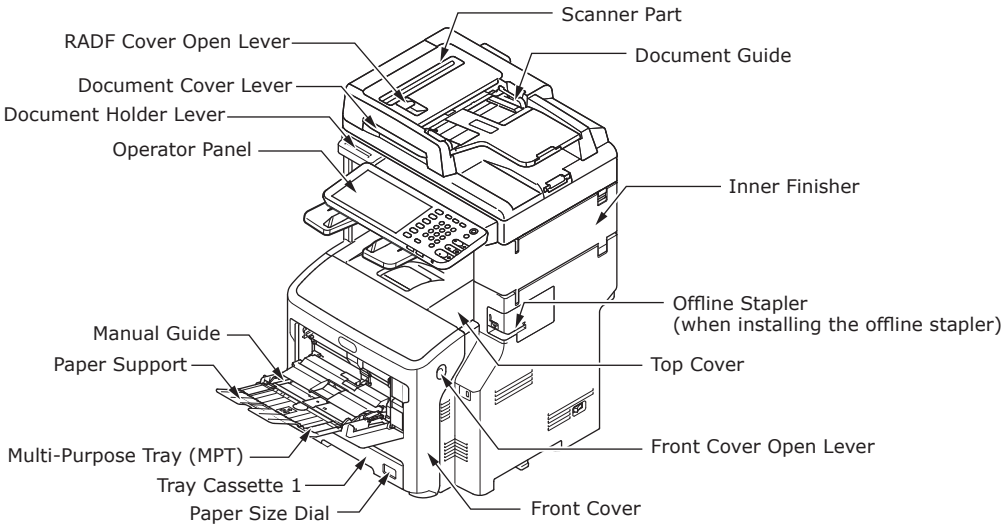
Name and Function of Each Part

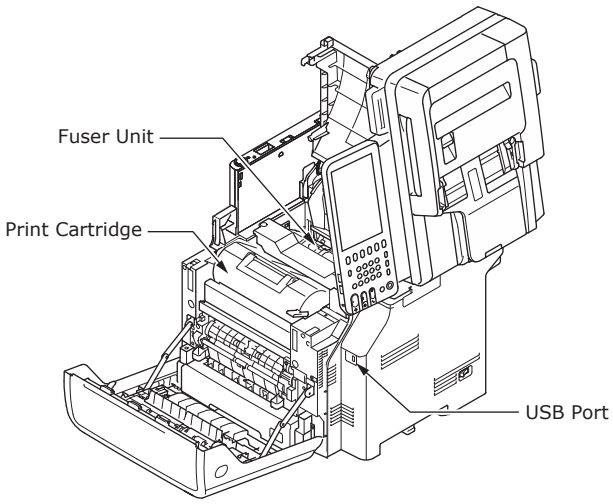
Machine

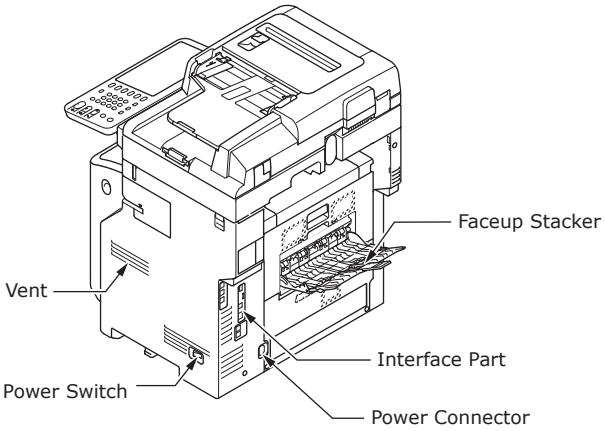
Without the Inner finisher



With the Inner finisher







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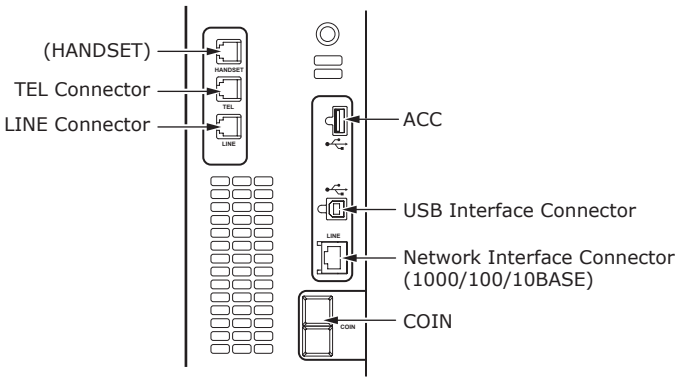
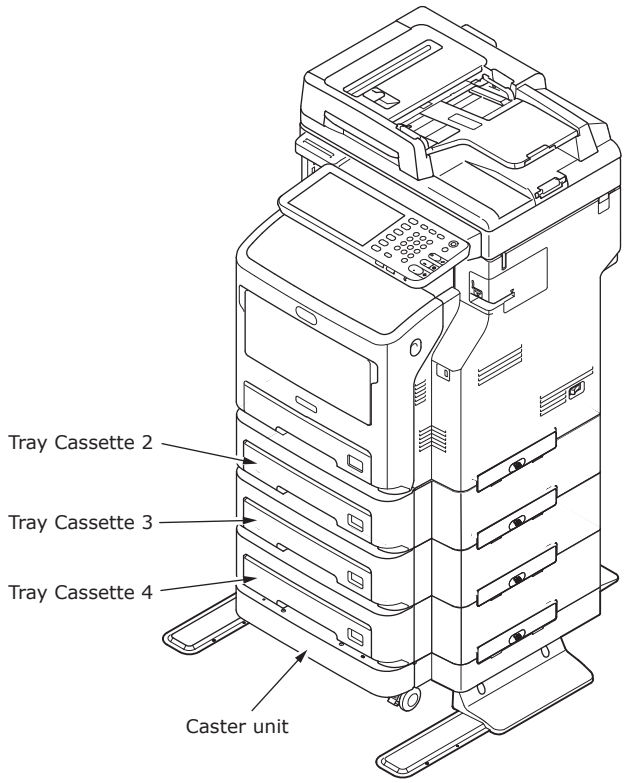
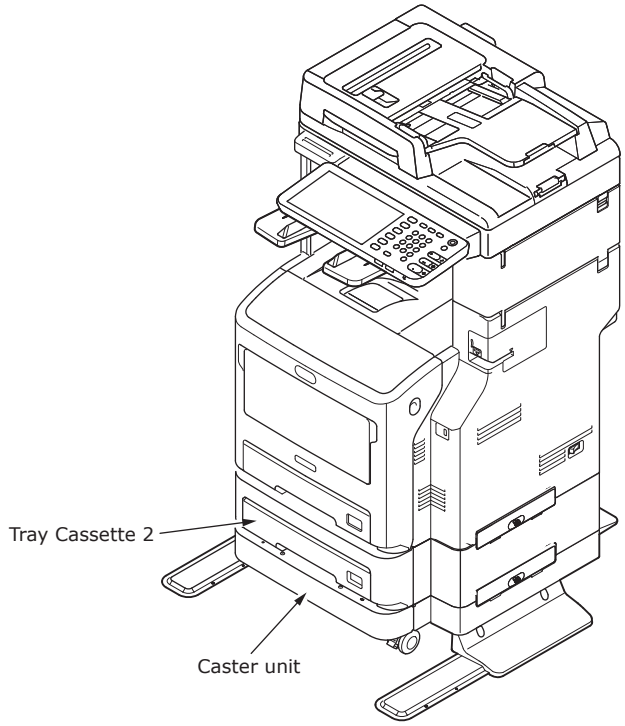


Components and Options

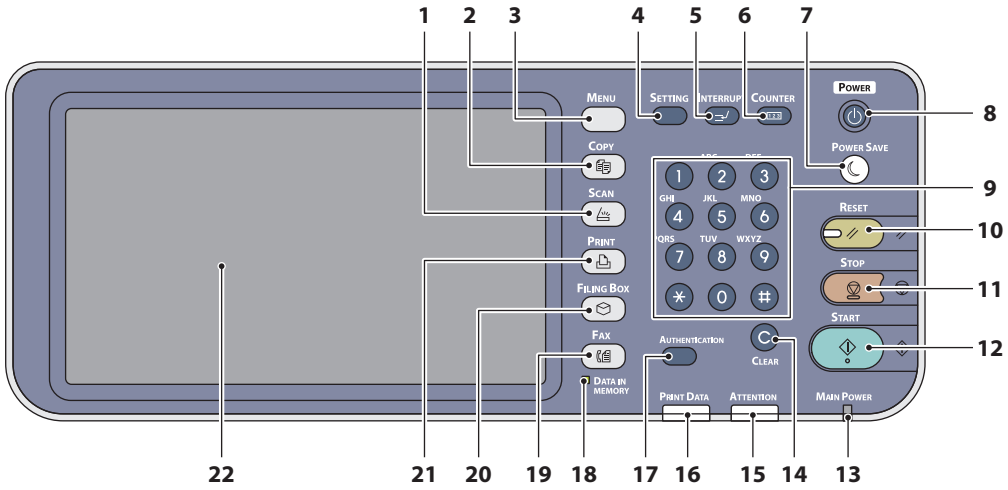
Without the Inner finisher



With the Inner finisher



Operator Panel



Number	Name	Function
1	[SCAN] button	Use this button to access the scanning function.
2	[COPY] button	Use this button to access the copying function.
3	[MENU] button	Use this button to display frequently used templates.
4	[SETTING] button	Use this button for paper size or media type setting of tray, and registration of the copy, scan and fax settings including a default setting change.
5	[INTERRUPT] button	Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed through your pressing this button again.
6	[COUNTER] button	Use this button to display the counter.
7	[POWER SAVE] button	Use this button for the equipment to enter the energy saving mode.
8	[POWER] button	Use this button to turn the power of the equipment ON or OFF (shutdown).
9	Digital keys	Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.
10	[RESET] button	When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, faxing or similar is performed, the lamp of this button (orange) blinks.
11	[STOP] button	Use this button to stop any scanning and copying operations in progress.
12	[START] button	Use this button to start copying, scanning and faxing operations.
13	MAIN POWER lamp	This green lamp lights when the main power switch is ON.
14	[CLEAR] button	Use this button to correct the numbers keyed in, such as the number of copy sets.
15	ATTENTION lamp	This orange lamp lights when an error occurs and some action needs to be taken.
16	PRINT DATA lamp	This blue lamp lights during reception of data such as print data.
17	[AUTHENTICATION] button	Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user needs to enter the department code or user information.

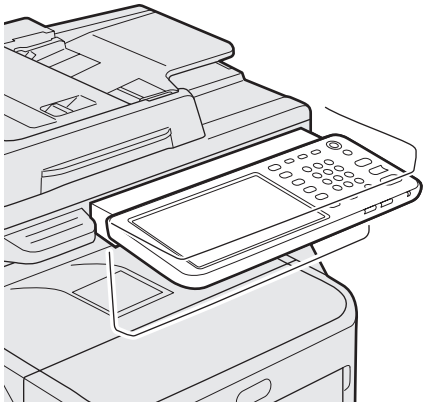
Number	Name	Function
18	[DATA IN MEMORY] / LINE lamp	This green lamp lights in the status of the fax data reception and fax communication. The equipment can be operated even while these lamps are lit.
19	[FAX] button	Use this button to access the Fax / Internet Fax function.
20	[FILING BOX] button	Use this button to access stored image data.
21	[PRINT] button	Use this button to access the printing functions such as private printing, in this equipment.
22	Touch panel	Use this panel for the various settings of the copying, scanning and Fax functions. This also displays messages, such as when paper runs out or paper misfeeds occur.

Adjusting the angle of the control panel

The angle of the control panel is adjustable at any angle from the horizontal position.

Without the Inner Finisher : Between 7 and 40 degree.

With the Inner Finisher : 7 degree fixed.



⚠ CAUTION

- **When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel.**
  This could injure you.

About the Operator Panel

Description of the Touch Panel Display

When the power is turned ON, the basic menu for copying functions is displayed on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.

The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your dealer for details.

Number	Name	Function
1	Function display	The function being used, such as copying or faxing, is displayed.
2	[?] (HELP) button	Use this button to view the explanation of each function or the buttons on the touch panel.
3	[JOB STATUS] button	This indicates the processing status of copy, fax, scan or print jobs, and also allows you to view their performance history.
4	Date and time	The present date and time are displayed.
5	Alert message indication area	This shows alert messages such as when the toner cartridge must be replaced.
6	Message indication area	The explanation of each operation or the current status is displayed in message form.

Message displayed

The following information appears on the touch panel:

- Equipment status
- Operational instructions
- Cautionary messages
- Reproduction ratios
- Number of copy sets
- Paper size and amount of paper remaining in a selected tray
- Date and time

Touch buttons

Press these buttons on the touch panel lightly to set various functions.

Adjusting the contrast of the touch panel

You can set the contrast of the touch panel in the SETTING menu entered by pressing the [SETTING] button on the control panel.

Simultaneous Functions (Multi-operational)

This machine can perform operations simultaneously. For details, refer to the following table.

Note

- The operator panel cannot be used when the machine is scanning a document.
- The performance of individual operations may deteriorate when multi-operational.
- Sometimes simultaneous operations are not possible, such as when there is not enough free space in the memory.

○:Operation Available ×:Operation Unavailable △:You can copy if you press the [INTERRUPT] button.

First Operation \ Second Operation	Copy	Fax Send	Fax Receive	Scan to Email/ Network PC/ USB Memory	Scan to Remote PC	Print from Computer
Copy	×	○	○*3	○	○	○*3
Fax Send	○	○*2	×	○	○	○
Fax Receive	×*1	○*2	×	○	○	○*3
Scan to Email/Network PC/ USB Memory	○	○	○	○	○	○
Scan to Remote PC	×	×	○	×	×	○
Print from Computer	△	○	○*3	○	○	○*3

*1 You can copy as long as the printing of a received fax has not started.

*2 If one operation is communicating, the second operation will be suspended until the first is completed.

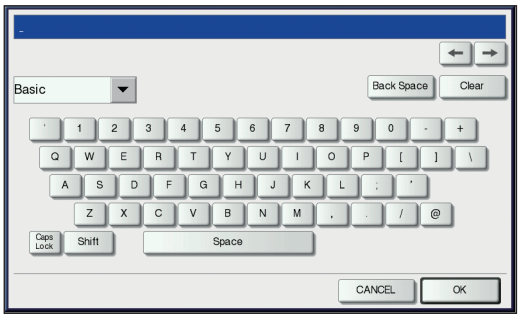
*3 After the printing of the first operation is completed, the printing of the second operation starts.

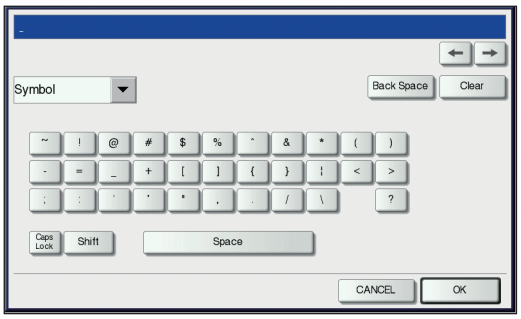
Setting letters

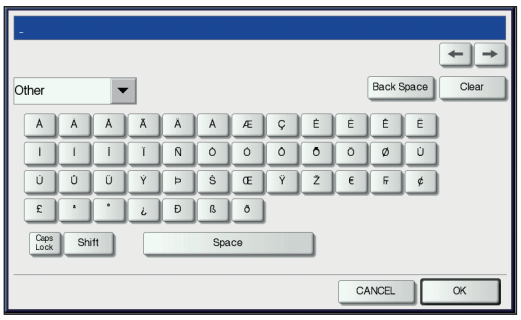
The following menu is displayed when the entry of any letter is required for scanning or e-Filing, etc.

Use the buttons on the touch panel for letter entry.

After entering the letters, press [OK]. The menu will be changed.







The following buttons are used for letter entry.

[Basic]: Press this to access the basic keys.

[Symbol]: Press this to access the symbol keys.

[Other]: Press this to access the special keys.

[Caps Lock]: Press this to switch capital letters and small letters.

[Shift]: Press this to enter capital letters.

[Space]: Press this to enter a space.

[←] [→]: Press these to move the cursor.

[Back Space]: Press this to delete the letter before the cursor.

[Clear]: Press this to delete all letters entered.

[CANCEL]: Press this to cancel the entry of letters.

[OK]: Press this to fix all entered letters.

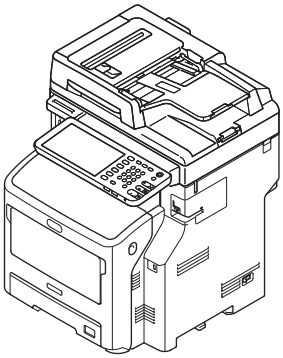
Checking the Product

Check that you have everything shown below.

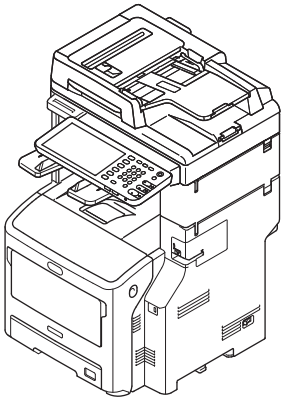
⚠ CAUTION	May cause injury!	⚠
● At least three people are needed to safely lift the machine due to its 60 kg weight (with the Inner Finisher).		

● Machine

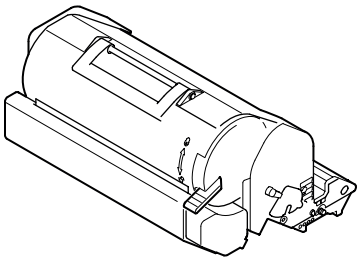
Without the Inner finisher



With the Inner finisher



● Print cartridge



! Note

- The print cartridge is installed inside the machine.
- The print cartridge for the ES/MPS series are divided into an image drum and a toner cartridge.

● software DVD-ROM

● Power Cord

● Telephone Line Cable

2 Installing the Machine

Installation Conditions P.26

Unpacking and Installing the Machine P.29

Installing Additional Tray Units P.33

Connecting the Cables..... P.44

Checking the Copy Operation P.48

Installation Conditions

Operating Environment

Your machine must be placed in the following environment:

Temperature:	10 - 32 °C
Humidity:	20% - 80% RH (relative humidity)
Maximum wet bulb temperature	25 °C

! Note

- Avoid condensation. It may cause a malfunction.
- If your machine is in a location where the humidity is 30% RH or less, use a humidifier or antistatic mat.

Installation Precautions

⚠ WARNING

- Do not install the machine near high temperatures or fire.
- Do not install the machine in places where chemical reactions are performed, such as a laboratory.
- Do not install the machine near flammable liquids, such as alcohol and paint thinner.
- Do not install the machine where young children might get hands or fingers caught in the machine's parts.
- Do not install the machine in an unstable place, such as a shaky stand or uneven surfaces.
- Do not install the machine in places with high humidity, dust, or direct sunlight.
- Do not install the machine in places with briny air or corrosive gas.
- Do not install the machine in places which experience a lot of vibration.
- Do not install in places where the ventilation holes of the machine will be blocked.

⚠ CAUTION

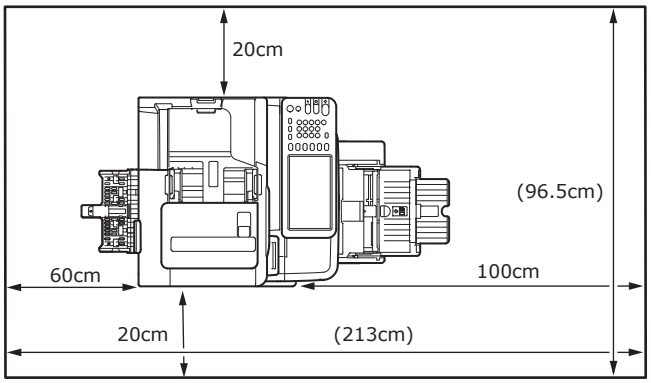
- Do not place the machine directly on high pile rugs or carpets.
- Do not install the machine in a closed room with poor ventilation.
- If using the machine in a small room for extended periods, make sure that the room is well ventilated.
- Install the machine away from strong magnetic fields and sources of noise.
- Install the machine away from monitors or TVs.
- When moving the machine, make sure that you support it from both sides.
- At least three people are needed to safely lift the machine, due to its weight.
- If you intend to perform a large print job or use the machine continuously for extended periods, make sure that the room is well ventilated.

■ Installation Space

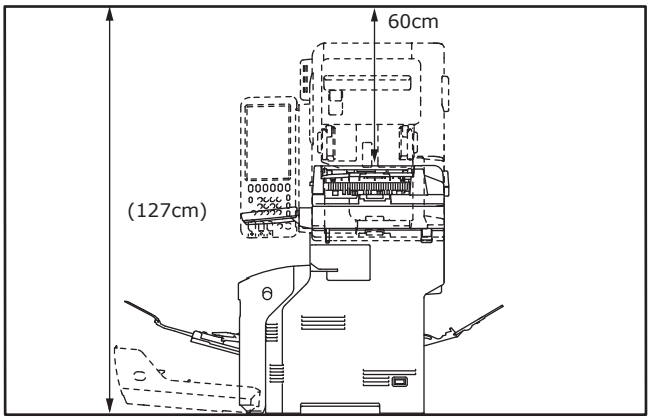
Place the machine on a flat surface that is wide enough to accommodate the feet of the machine securely.

Allow for enough space around the machine.

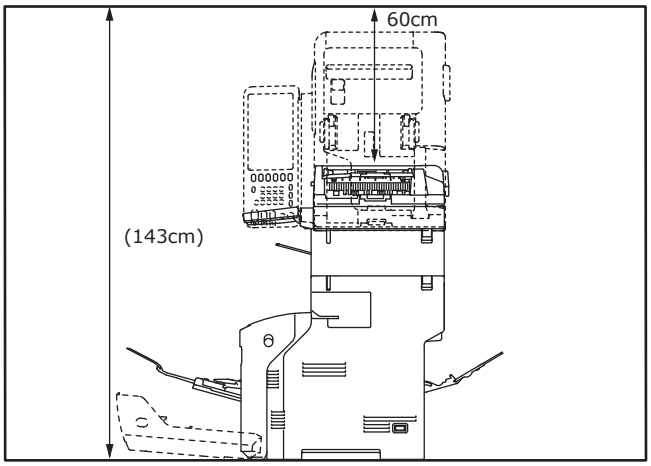
● Top View



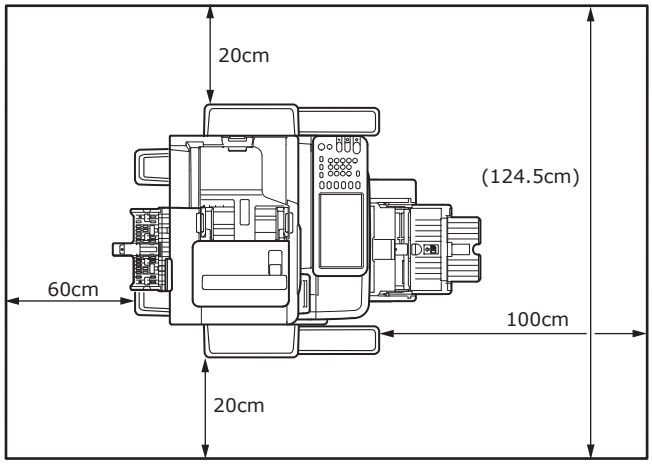
● Side View



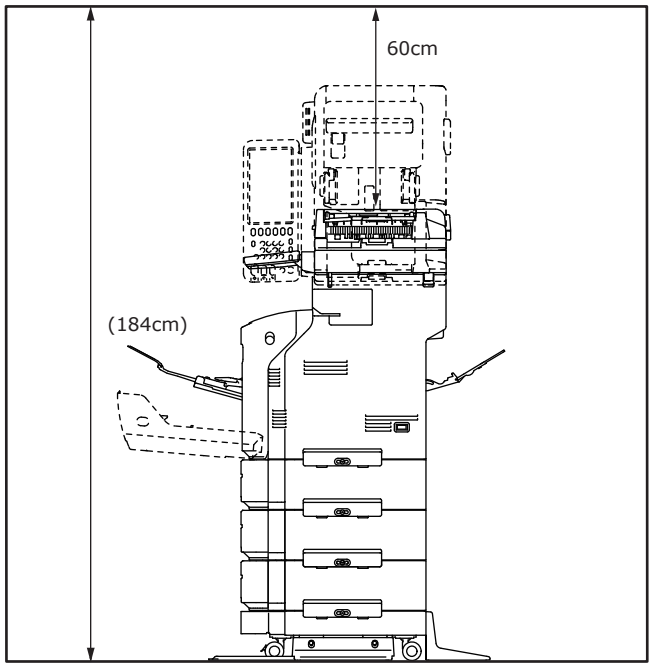
● Side View (With the inner finisher)



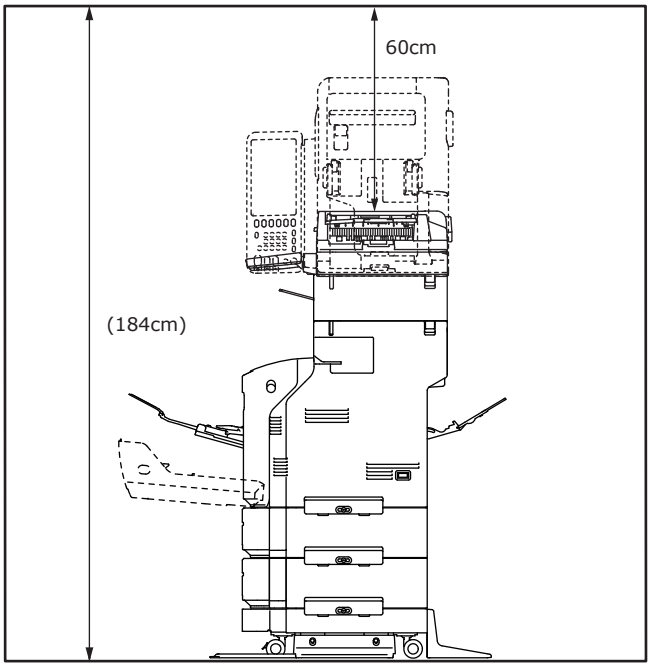
● Top View (when installing the optional tray)



● Side View (when installing the optional tray)



- Side View (when installing the optional tray with the inner finisher)



Unpacking and Installing the Machine

1 Remove the protector.

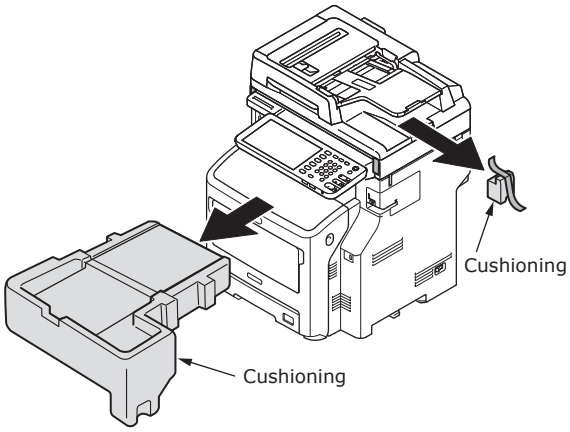
! Note

- The box, packaging, and cushioning material are needed to transport the machine. Do not dispose of these items.

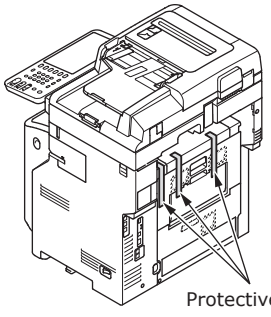
(1) Remove the machine from the box, and then remove the cushioning.

! Note

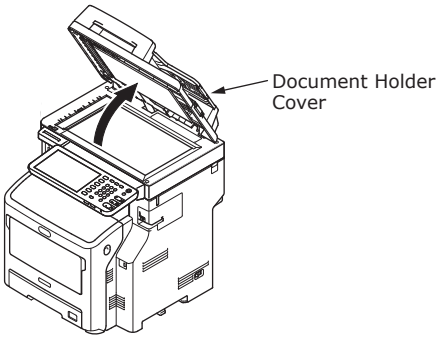
- Three people are needed to safely lift this machine.



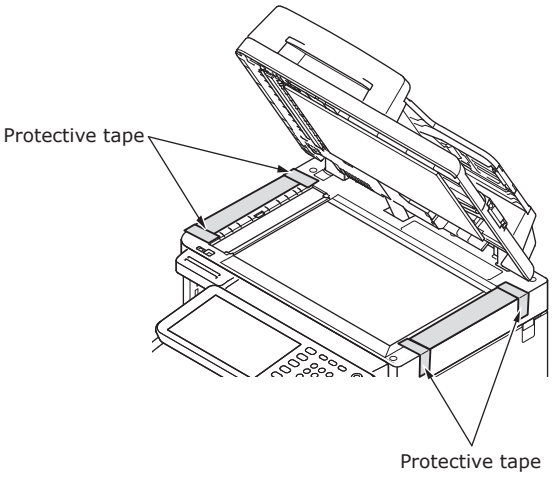
(2) Remove the protective tape from the back of the machine.



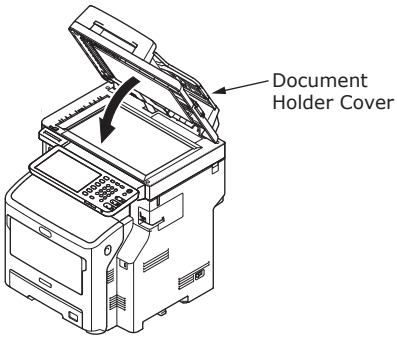
(3) Open the document holder cover.



(4) Remove the protective tape.

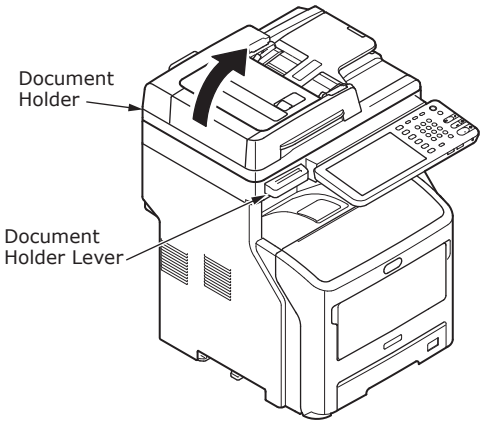


(5) Return the document holder cover to its original position.



2 Set the print cartridge.

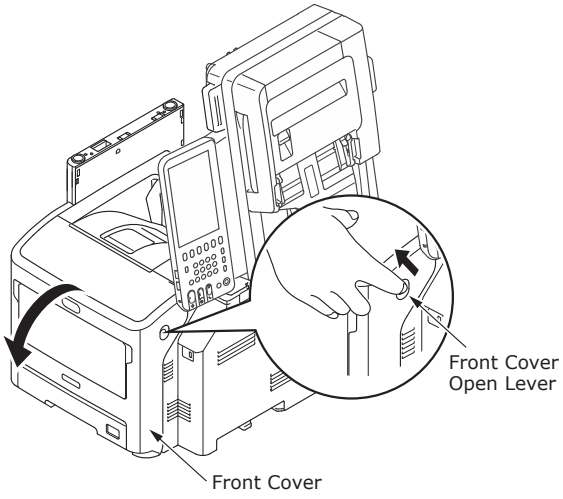
(1) Hold the Document holder lever and lift the Document holder.



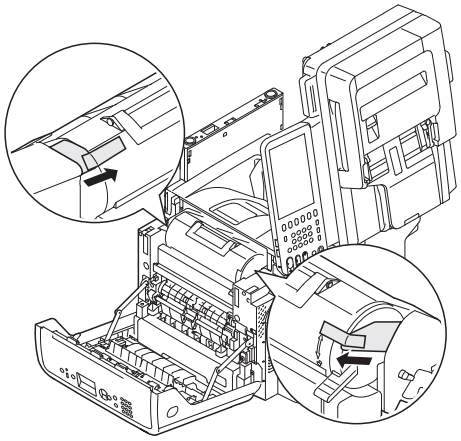
(2) Insert your finger into the recess on the right side of the machine and pull the front cover open lever to open the front cover forward.

! Note

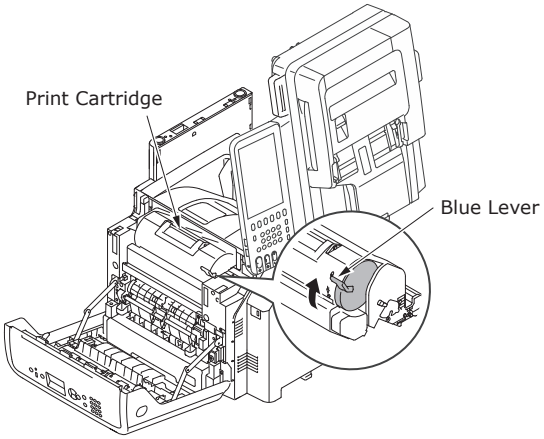
- Open the front cover gently. If you open it rapidly, the MP tray may open.



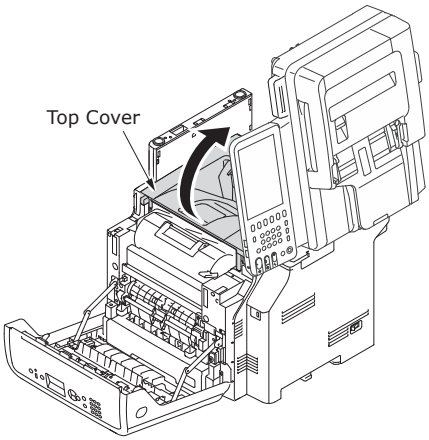
(3) For the ES/MPS series, remove the protective tape and orange stopper.



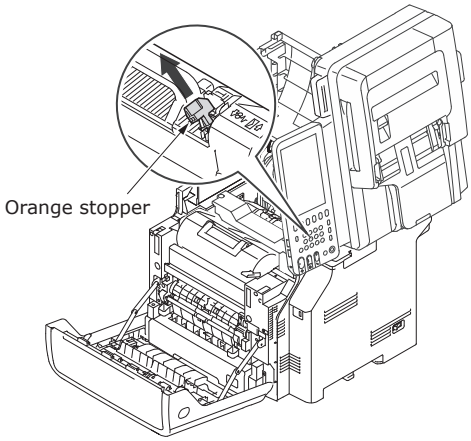
(4) Turn the blue lever of the print cartridge fully in the direction of the arrow.



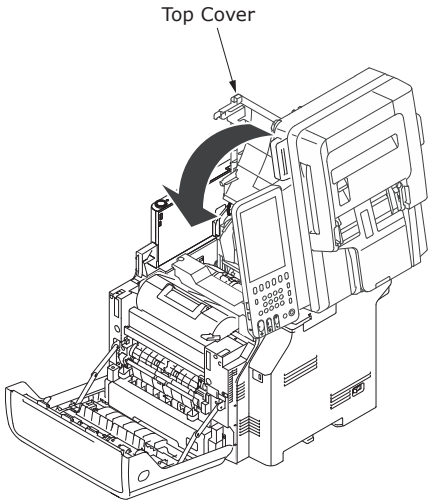
(5) Open the top cover.



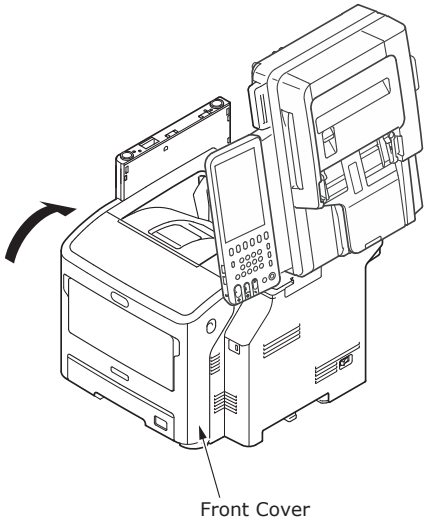
(6) Pull out the orange stopper from the fuser unit.



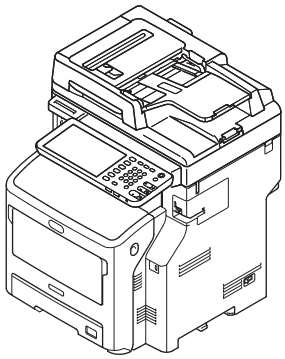
(7) Close the top cover.



(8) Close the front cover.

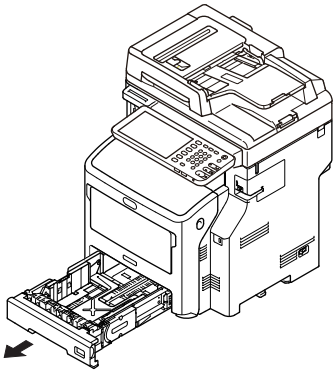


(9) Return the document holder to its original position.

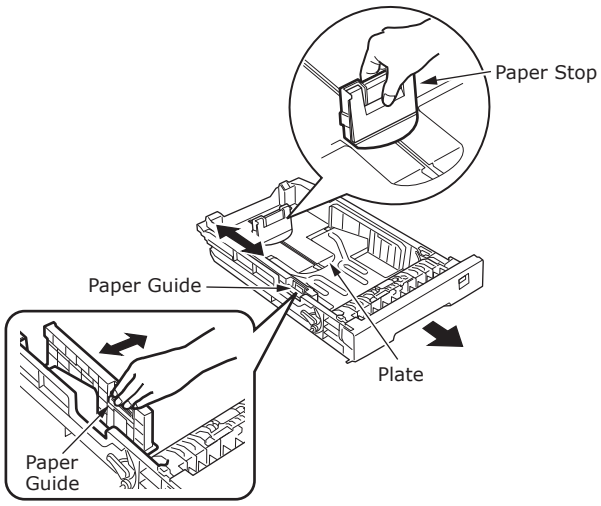


3 Load paper in the tray cassette.

(1) Open the tray cassette.



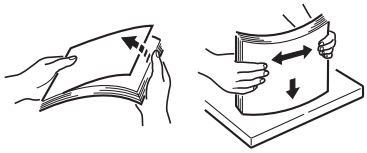
(2) Adjust the paper stop and paper guide to match the paper size.



! Note

- Squeeze the paper stop to adjust its position.
- Do not remove the cork that is attached to the plate.

(3) Flex the stack of paper back and forth a few times. Then, make a neat stack by straightening its edges against a level surface.

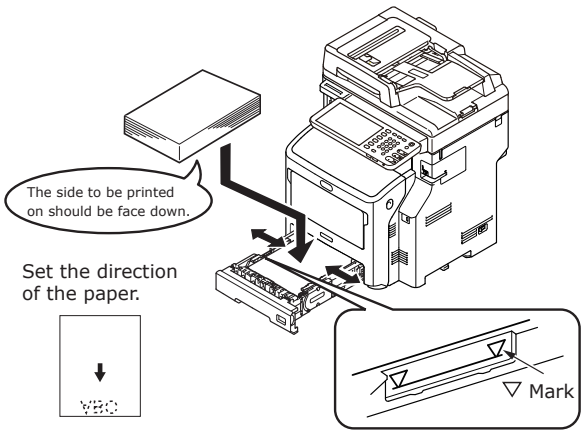


Note

- Using paper that is not recommended may cause the machine to malfunction.

For details about paper, see "Supported Paper" (P.56).

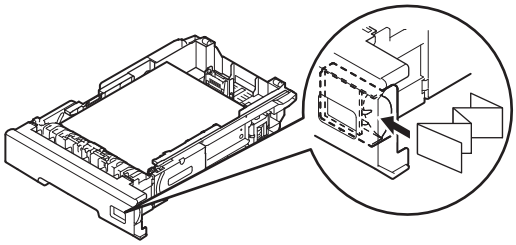
(4) Load the paper with the side to be printed on face down.



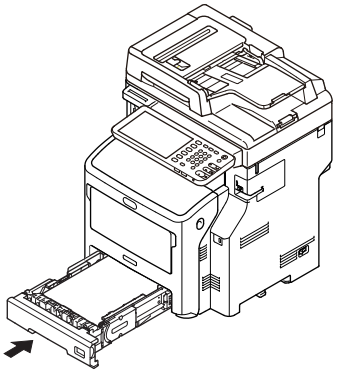
Note

- Load the paper, making sure that it does not exceed the ▽ mark on the paper guide. (300 pieces at 80g/m2)

(5) Display the size of the paper to be loaded on the indicator then insert the indicator.



(6) Close the tray cassette.

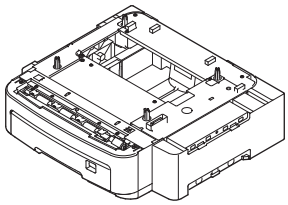
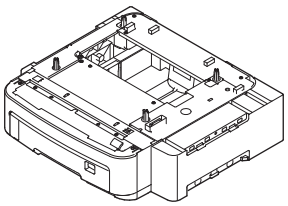
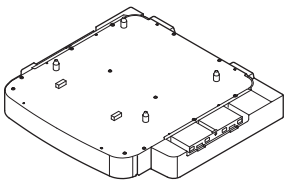
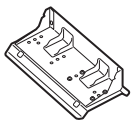
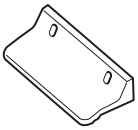
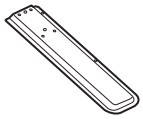


Installing Additional Tray Units

Installing additional tray units will increase the amount of paper you can load. You can install a maximum of three additional trays. One tray can hold 550 sheets of paper at 64 g/m2. By adding an extra tray to the standard tray and the multi-purpose tray, you can print up to 2300 pages continuously.

Memo

- The additional trays are called "Tray 2", "Tray 3" and "Tray 4".

Additional Tray Unit	Spacer	Caster Unit
 Model Name:N31440A		 Caster Unit  Anti-tip Foot Side (2)  Anti-tip Foot Cover (2)  Anti-tip Foot (2) Anti-tip Foot Rear (2) Anti-tip Foot Cover (2) Screws (22)

Note

- Up to three tray units can be added to the equipment without the Inner Finisher. For the equipment with the Inner Finisher, up to two tray units including the spacer can be added.
- Place the spacer under the additional tray unit.

⚠ CAUTION	May cause injury!	⚠
● To use the Additional Tray, always use the Caster Unit, and make sure to attach the anti-tip feet and joint parts.		

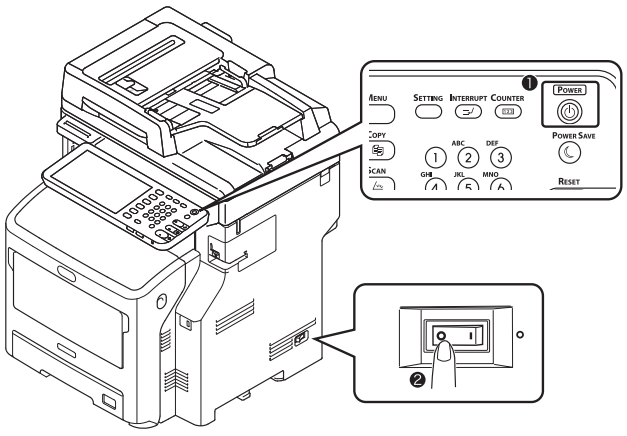
1 Open the box and remove the additional tray. Remove the cushioning and protective materials.

2 Turn OFF the power to the machine, and remove the power cord and cables.

Note

- If you leave the power ON, you may damage the machine.

For details about how to turn OFF the machine, see "Turning Power OFF" (P.52).



3 Attach the caster unit.

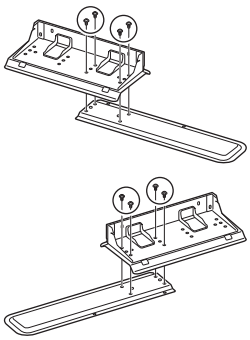
Note

- When the casters are not used, this step is not necessary.

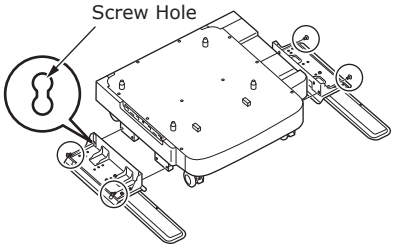
(1) Attach the anti-tip feet (both sides and front) with four screws.

Note

- Attachment directions are different for the left side and the right side.

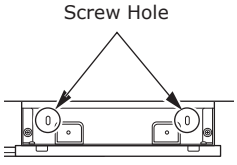


(2) Put the bottoms of the anti-tip feet (both sides) on the floor, align the sides to the cabinet and tighten them with the two screws each.



Note

- Do not tighten the upper screws.

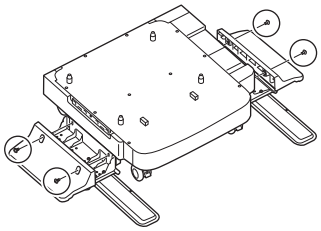


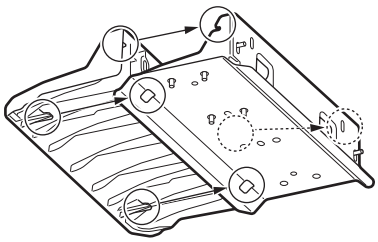
- When you tighten the bottom screws, attach the anti-tip foot to the location where a screw does not incline.

* You can attach the screws to Case1 and Case2. As the screw inclines when you tighten the screw in Case3, lift the anti-tip foot and attach the screw to Case2.

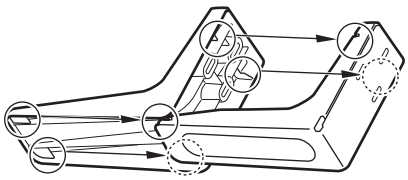
Case 1	Case 2	Case 3
OK	OK	NG

(3) Tighten the anti-tip foot covers (both sides) and anti-tip feet with two screws each.

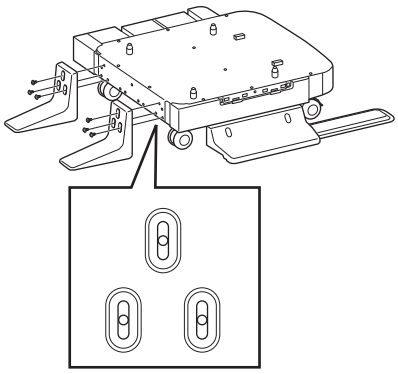




(4) Align the anti-tip foot cover (rear) to the rear side of the anti-tip foot.



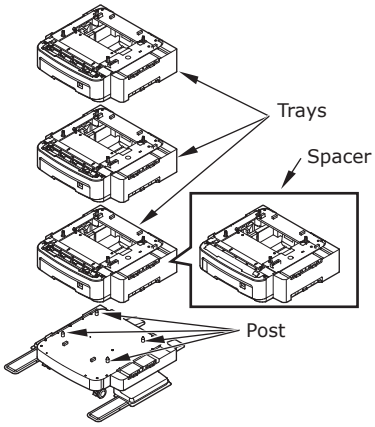
(5) Put the bottoms of the anti-tip feet on the floor and tighten them with three screws.



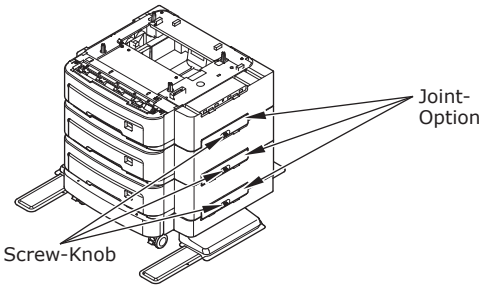
Attach the screw in the middle of the oval cutout and tighten the screw.

4 Attach the additional tray and spacer to the caster unit.

(1) Insert the posts of the cabinet to the bottom holes of the tray.



(2) Fix the tray with the joint-option and tighten the screws with the screw-knob.

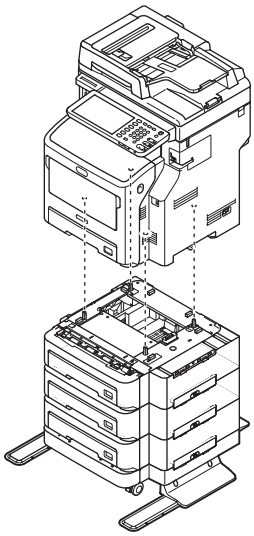


Tighten them on the both sides.

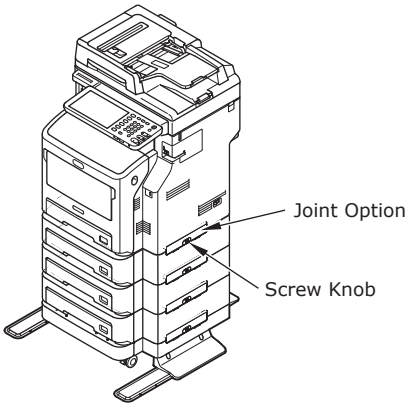
5 Put the machine on the additional tray unit.

⚠ CAUTION	May cause injury!	⚠
● At least three people are needed to safely lift the machine due to its 50 kg weight.		

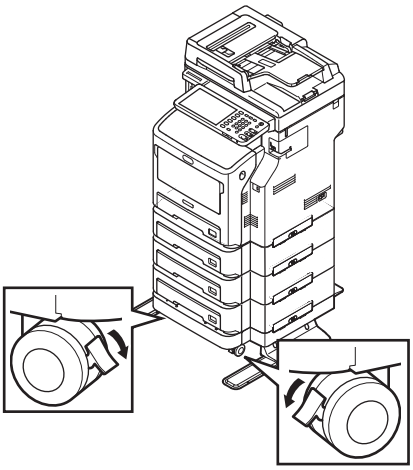
(1) Align the rear sides of the machine and the additional tray unit and place the machine quietly.



(2) Fix the additional tray unit with the joint-option, and tighten the screw with the screw-knob.

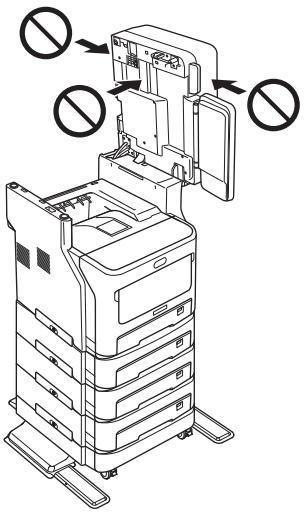


(3) Press down the lock levers of the additional tray unit's front casters and lock the casters.

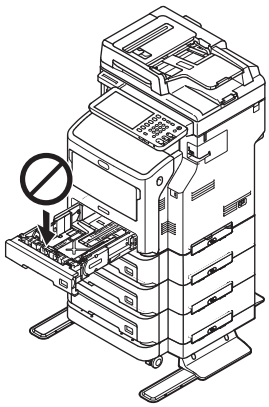


Note

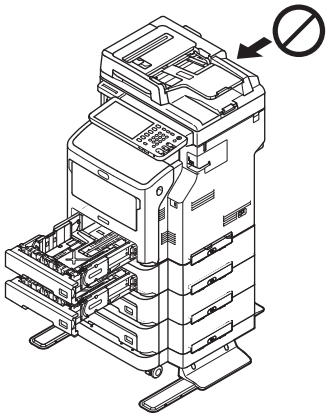
- For prevention of fall, note the following points in transporting the equipment and printing.
  - Do not push the machine when the document holder is opened.



  - Do not press the tray cassette when it is pulled out.



  - Do not push the machine's rear side when two or more tray cassettes are pulled out.



Setting Up the Printer for Windows

Configure the additional tray by using the printer driver.

Before printing, you have to configure the following options:

- Configuration Settings

  To use optional devices such as optional trays or the Finisher, you must first configure these devices. The features of these optional devices are not available unless you inform the system that the optional devices are installed.

Before printing, you can configure the following option if necessary:

- Department Code

  You can use department codes to manage each job. For example, a system administrator can check how many sheets of copies a certain department has made. When the department code is enabled, you are prompted to enter a department code before printing. If you enter the department code in the corresponding field in advance, you can print without having to do this every time. Ask your administrator about the codes. When SNMP communication between the equipment and your computer is enabled, you are also prompted to enter the code before printing.

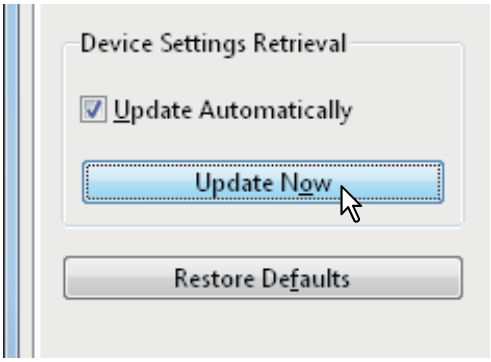
Configuring the options

To use this equipment properly, you need to save the configuration of the options installed on the [Device Settings] tab menu after you installed the printer drivers. In the default setting, you can obtain the configuration data of options installed automatically by opening the [Device Settings] tab menu. If SNMP communication between this equipment and your computer is not available, or you want to configure options manually, see the following page:

P.37 "Configuring options manually"

Memo

- When SNMP communication between this equipment and your computer is enabled, you can retrieve the option configuration information by clicking [Update Now].



■ Configuring options manually

If SNMP communication between this equipment and your computer is not available:

Setting the [Device Settings] tab manually

! Note

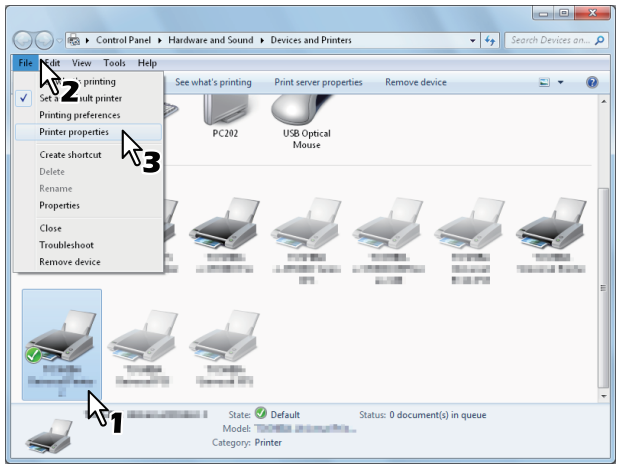
- You need to log in to Windows with the "Administrator" privilege.

1 Click [Start] menu and select [Devices and Printers].

The Printers folder appears.

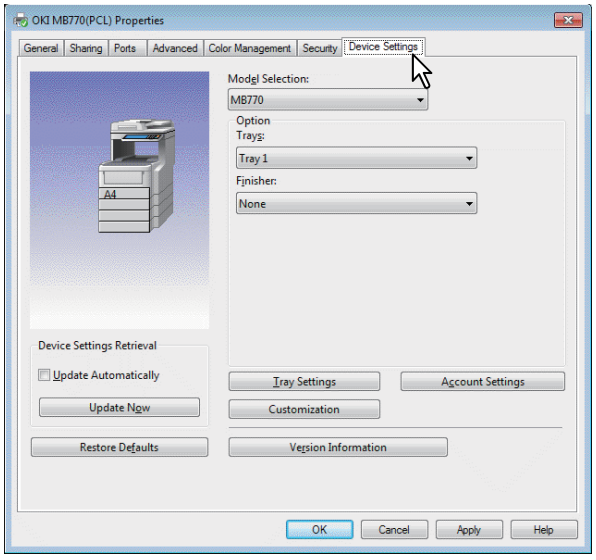
2 Select the printer driver for this equipment, and then click [Printer properties] in the [File] menu.

The printer driver properties dialog box appears.



- If the [File] menu is not displayed, press [Alt].
- If the dialog box displayed does not allow the printer driver properties to be changed, follow the procedure below.
  - For Windows 7, some tab menus have a button in the printer driver properties. To change the properties, click on it. If the properties cannot be changed, ask your network administrator.
- To change a network-installed printer driver, the administrator privilege is necessary. Ask your network administrator for details.

3 Display the [Device Settings] tab menu, and set the following options.



Model Selection — This sets the model type. The setup items of the printer driver are changed according to the model selected.

Option — This option sets whether the following optional devices are installed.

- **Trays** — This sets whether or not the Paper Feed Unit is installed.
- **Finisher** — This sets whether or not the Inner Finisher is installed.

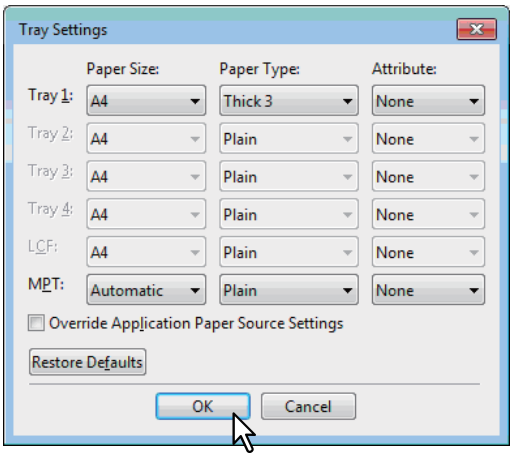
Memo

- Setup items differ depending on the model and the option configuration.

4 Click [Tray Settings].

The [Tray Settings] dialog box appears.

5 Set the following options and click [OK].



Tray 1 — Select the size and type of paper that is loaded in the 1st Tray.

Tray 2 — Select the size and type of paper that is loaded in the 2nd Tray.

Tray 3 — Select the size and type of paper that is loaded in the 3rd Tray.

Tray 4 — Select the size and type of paper that is loaded in the 4th Tray.

LCF — Select the size and type of paper that is loaded in the Large Capacity Feeder (LCF).

MPT — Select the type of paper that is loaded in the Multi-Purpose Tray (MPT).

Override Application Paper Source Settings — Select this check box to use the paper source setting in the printer driver rather than the application setting.

Memo

- Setup items differ depending on the model and the option configuration.

6 Click [Apply] or [OK] to save settings.

Setting the department code

When this equipment is managed by department codes, you have to enter yours on the printer driver.

This allows a network administrator to check the number of copies printed by specific department members. Also users can check who submitted the print jobs, by touch panel display and monitoring tools.

Please ask your administrator whether you should enter the department code.

Note

- When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting. In this case, a user name that has been entered to log in to your computer is used for the authentication of the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid one according to the User Authentication Enforcement setting. Also if a print job is sent in RAW format, it is processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, refer to the ***TopAccess Guide***.

Memo

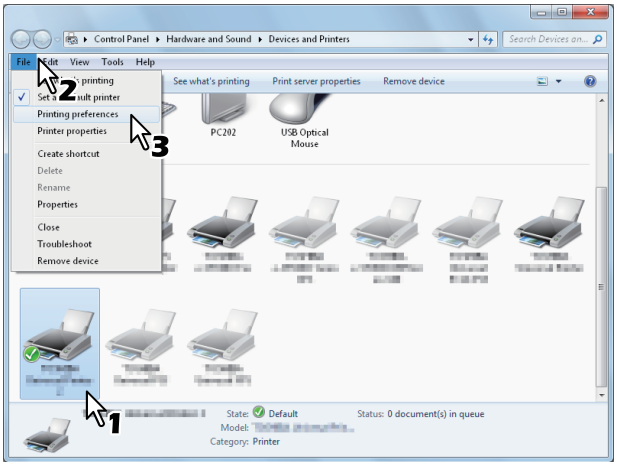
- How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.
  - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message will be displayed when an invalid department code is entered.
  - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job will be stored in the invalid department code print job list without printing.
  - When the Invalid Department Code Print Job is set to [Print], the invalid department code print job will be printed.
  - When the Invalid Department Code Print Job is set to [Delete], the invalid department code print job will be deleted.
- A department code needs to be entered every time you begin printing. If you have to use a different department code for each print job, enter it when you begin printing.

Entering department code

1 Click [Start] menu and select [Devices and Printers].

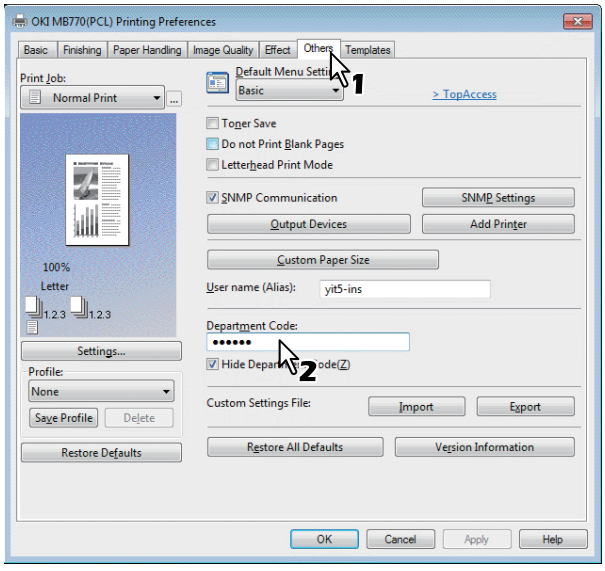
The Printers folder appears.

2 Select the printer driver of this equipment, and then click [File] menu and select [Printing Preferences].



- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.

3 Display the [Others] tab menu and enter your department code in the [Department Code] box.



In the [Department Code] box, you can enter a department code within 63 characters.

Memo

- A department code must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet from A to Z (both capital and small ones), a hyphen (-), an underscore (_), and a period (.).

4 Click [Apply] or [OK] to save the settings.

Copying the PPD file for Windows

The software DVD-ROM contains a machine description file for popular Windows applications. For applications not allowing the automatic installation of PPD files, copy the PPD file to a proper directory in order to enable printer-specific settings in the [Print] dialog box or the [Page] Setup dialog box.

Setting Up the Printer for Mac OS X

Configuring the printer on Mac OS X

After you copy the PPD file to the library folder in the System Folder, you can configure the machine.

The equipment supports the following Macintosh Printing Services:

- **LPR printing**
  P.40 "Configuring LPR printing"
- **IPP printing**
  P.41 "Configuring IPP printing"
- **Bonjour printing**
  P.42 "Configuring Bonjour printing"

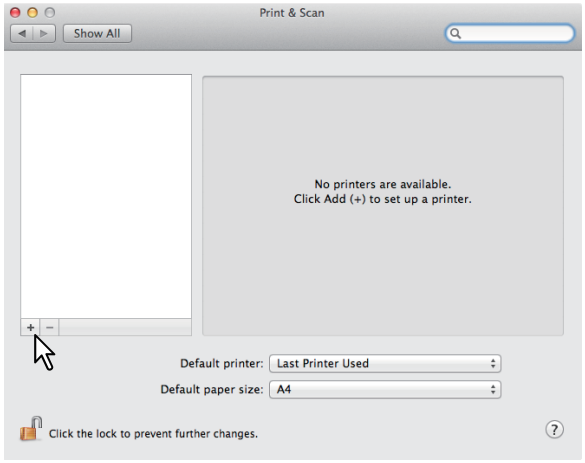
Memo

- These Macintosh Printing Services are available when the equipment and your computer are connected over TCP/IP network.

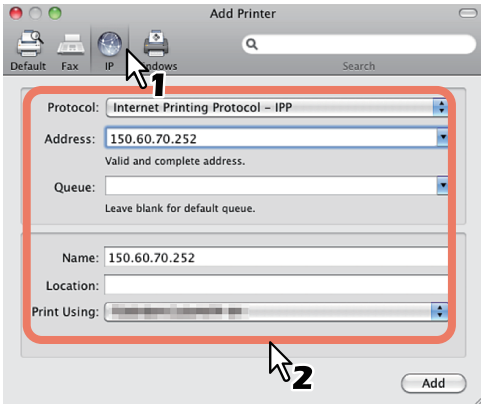
■Configuring LPR printing

1 Open System Preferences and click [Print & Scan].

2 Click [+].


Print & Scan
Show All
No printers are available.
Click Add (+) to set up a printer.
Default printer: Last Printer Used
Default paper size: A4
Click the lock to prevent further changes.

3 Click [IP] and specify the items as described below.



Protocol: Line Printer Daemon - LPD

Address: <IP address or DNS name of this equipment>

Queue: print

Name: <Any Name>

Location: <Any Name>

Print Using: MB770_ES7170 MFP_ MPS5502mb-X7

Memo

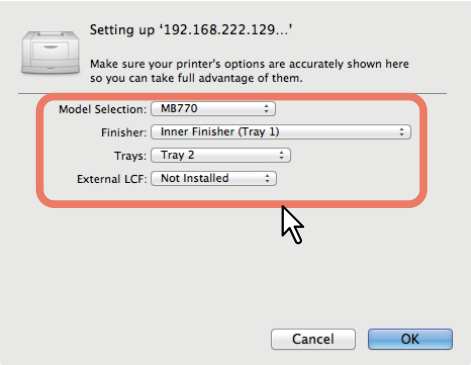
- For MAC OS X 10.4.x to 10.6x, select MB770_ES7170 MFP_MPS5502mb-X4.
- In the [Name] box, the name that is entered in the [Address] box is automatically displayed.
- The way to select the PPD file differs depending on countries or regions as follows:
  - For North America
    Even when you enter the IP address or DNS name of this equipment in the [Address] box, the correct PPD file is not selected in the [Print Using] box. Therefore, select [Other] in the [Print Using] box, and select the PPD file MB770_ES7170 MFP_ MPS5502mb-X7 from the [/Library/Printers/PPDs/Contents/Resources/en.lproj] folder.

– For the UK
When you enter the IP address or DNS name of this equipment in the [Address] box, the correct PPD file is automatically selected in the [Print Using] box. If the correct PPD is not automatically selected, select [Select a driver to use] and choose the PPD file displayed in the list.

4 Click [Add].

The [Installable Options] window appears.

5 Set the following options.


Setting up '192.168.222.129...'
Make sure your printer's options are accurately shown here so you can take full advantage of them.
Model Selection: MB770
Finisher: Inner Finisher (Tray 1)
Trays: Tray 2
External LCF: Not Installed
Cancel
OK

- **Model Selection**
  — Choose this for using your model.
- **Finisher**
  Not Installed — Select this if a finisher is not installed.
  Inner Finisher (Tray 1) — Select this when the Inner Finisher is installed.

Note

- Even if you choose [Not Installed] for the Finisher option during print settings, the finisher options such as stapling can be selected. If you select the finisher options for printing but the finisher is not installed, finisher settings will be ignored and printing will be performed correctly.

- **Trays**
  Tray 1
  Select this when the tray 1 is installed.
  Tray 1 & Tray 2
  Select this when the tray 1 and 2 are installed.
  Tray 1, 2 & Tray 3
  Select this when the tray 1, 2 and 3 are installed.
  Tray 1, 2 & Tray 3, 4
  Select this when the tray 1, 2, 3 and 4 are installed.
  Tray 1 & LCF
  Select this when the tray 1 and LCF are installed.
  Tray 1, 2 & LCF
  Select this when the tray 1, 2 and LCF are installed.

6 Click [OK].

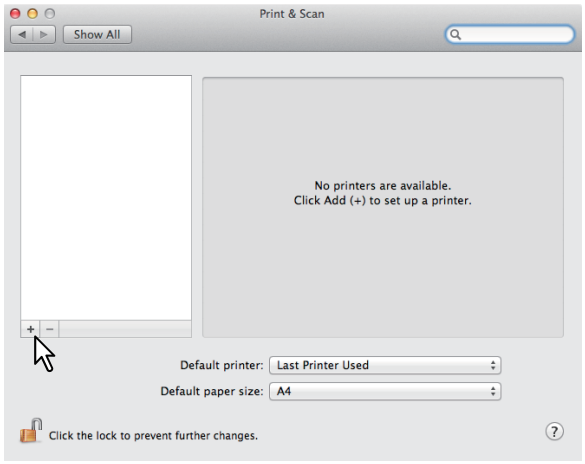
The printer is added to the Printer List.

■ Configuring IPP printing

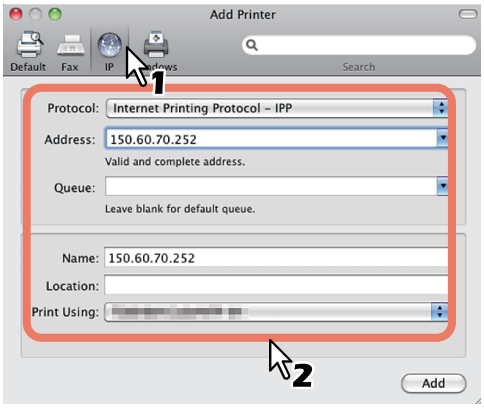
When you want to setup IPP print queue in the Mac OS X, follow the procedures below.

1 Open System Preferences and click [Print & Scan].

2 Click [+].


Print & Scan
Show All
No printers are available.
Click Add (+) to set up a printer.
Default printer: Last Printer Used
Default paper size: A4
Click the lock to prevent further changes.

3 Click [IP] and specify the items as described below.



Protocol: Line Printer Daemon - LPD

Address: <IP address or DNS name of this equipment>

Queue: print

Name: <Any Name>

Location: <Any Name>

Print Using: MB770_ES7170 MFP_ MPS5502mb-X7

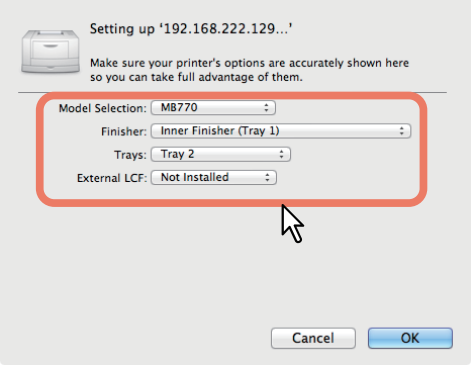
Memo

- For MAC OS X 10.4.x to 10.6x, select MB770_ES7170 MFP_MPS5502mb-X4.
- In the [Name] box, the name that is entered in the [Address] box is automatically displayed.
- The way to select the PPD file differs depending on countries or regions as follows:
  - For North America
    Even when you enter the IP address or DNS name of this equipment in the [Address] box, the correct PPD file is not selected in the [Print Using] box. Therefore, select [Other] in the [Print Using] box, and select the PPD file MB770_ES7170 MFP_ MPS5502mb-X7 from the [/Library/Printers/PPDs/Contents/Resources/en.lproj] folder.
  - For the UK
    When you enter the IP address or DNS name of this equipment in the [Address] box, the correct PPD file is automatically selected in the [Print Using] box. If the correct PPD is not automatically selected, select [Select a driver to use] and choose the PPD file displayed in the list

4 Click [Add].

The Installable Options window appears.

5 Set the following options.


Setting up '192.168.222.129...'
Make sure your printer's options are accurately shown here so you can take full advantage of them.
Model Selection: MB770
Finisher: Inner Finisher (Tray 1)
Trays: Tray 2
External LCF: Not Installed
Cancel
OK

- **Model Selection**
  — Choose this for using your model.
- **Finisher**
  Not Installed — Select this if a finisher is not installed.
  Inner Finisher (Tray 1) — Select this when the Inner Finisher is installed.

Note

- Even if you choose [Not Installed] for the Finisher option during print settings, the finisher options such as stapling can be selected. If you select the finisher options for printing but the finisher is not installed, finisher settings will be ignored and printing will be performed correctly.

- **Trays**
  Tray 1
  Select this when the tray 1 is installed.
  Tray 1 & Tray 2
  Select this when the tray 1 and 2 are installed.
  Tray 1, 2 & Tray 3
  Select this when the tray 1, 2 and 3 are installed.
  Tray 1, 2 & Tray 3, 4
  Select this when the tray 1, 2, 3 and 4 are installed.
  Tray 1 & LCF
  Select this when the tray 1 and LCF are installed.
  Tray 1, 2 & LCF
  Select this when the tray 1, 2 and LCF are installed.

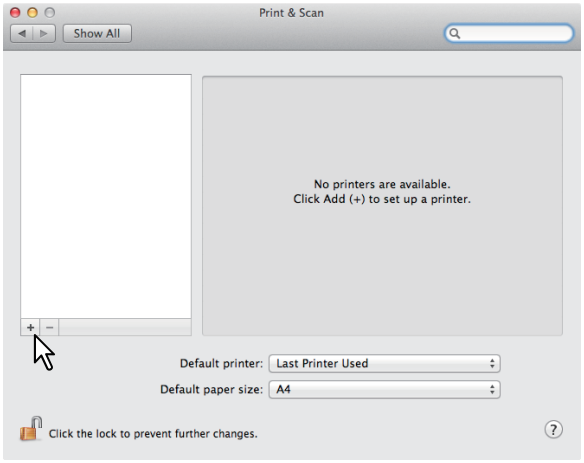
6 Click [OK].

The printer is added to the Printer List.

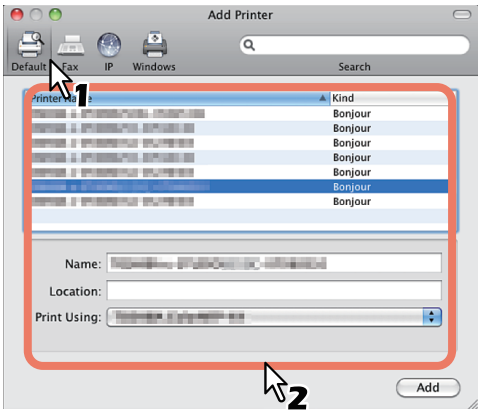
■ Configuring Bonjour printing

1 Open System Preferences and click [Print & Scan].

2 Click [+].


Print & Scan
Show All
No printers are available.
Click Add (+) to set up a printer.
Default printer: Last Printer Used
Default paper size: A4
Click the lock to prevent further changes.

3 Click [Default] and select the MFP of the Bonjour connection displayed in the list.



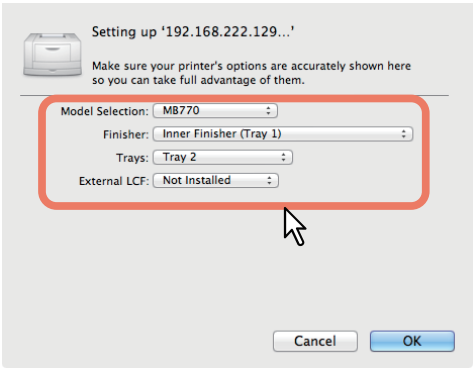
Memo

- In the [Name] box, the device name that you selected in the list is automatically displayed.
- The way to select the PPD file differs depending on countries or regions as follows:
  - For North America
    Even when you select the equipment from the list, the correct PPD file is not selected in the [Print Using] box. Therefore, select [Other] in the [Print Using] box, and select the PPD file MB770_ES7170 MFP_MPS5502mb-X7 from the [/Library/Printers/PPDs/Contents/Resources/en.lproj] folder.
  - For the UK
    When you select the equipment from the list, the correct PPD file is automatically selected in the [Print Using] box. If the correct PPD is not automatically selected, select [Select a driver to use] and choose the PPD file displayed in the list.

4 Click [Add].

The [Installable Options] window appears.

5 Set the following options.


Setting up '192.168.222.129...'
Make sure your printer's options are accurately shown here so you can take full advantage of them.
Model Selection: MB770
Finisher: Inner Finisher (Tray 1)
Trays: Tray 2
External LCF: Not Installed
Cancel
OK

- **Model Selection**
  — Choose this for using your model.
- **Finisher**
  Not Installed — Select this if a finisher is not installed.
  Inner Finisher (Tray 1) — Select this when the Inner Finisher is installed.

Note

- Even if you choose [Not Installed] for the Finisher option during print settings, the finisher options such as stapling can be selected. If you select the finisher options for printing but the finisher is not installed, finisher settings will be ignored and printing will be performed correctly.

- **Trays**
  Tray 1
  Select this when the tray 1 is installed.
  Tray 1 & Tray 2
  Select this when the tray 1 and 2 are installed.
  Tray 1, 2 & Tray 3
  Select this when the tray 1, 2 and 3 are installed.
  Tray 1, 2 & Tray 3, 4
  Select this when the tray 1, 2, 3 and 4 are installed.
  Tray 1 & LCF
  Select this when the tray 1 and LCF are installed.
  Tray 1, 2 & LCF
  Select this when the tray 1, 2 and LCF are installed.

6 Click [OK].

The printer is added to the Printer List.

Connecting the Cables

Connecting the Network Cables

1 Procure a network cable and a hub.

Note

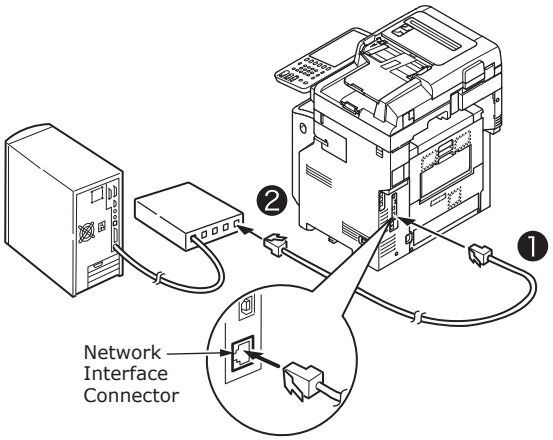
- A network cable and hub are not provided with this product. Procure a network cable (category 5, twisted pair, straight) and a hub separately.

<Network Cable> <Hub>

2 Connect the machine to the network.

(1) Insert the network cable into the network interface connector of the machine.

(2) Insert the network cable to the hub.

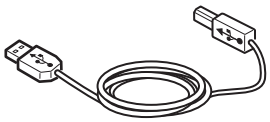


Connecting the USB cable

1 Prepare a USB cable.

Note

- A USB cable is not provide with this product. Procure a USB 2.0 cable separately.
- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.



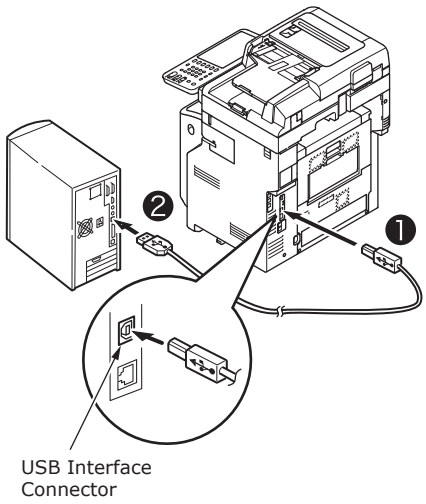
2 Connect the USB cable.

(1) Insert the end of the USB cable into the USB interface connector of the machine.

Note

- Be careful not to insert the USB cable into the network interface connector. This may cause damage.

(2) Insert the end of the USB cable into the USB interface connector of the computer.



Connecting to the telephone line

The telephone line cable connection method varies depending on the operating environment you are using. Make the following connection while taking into consideration your personal environment.

Note

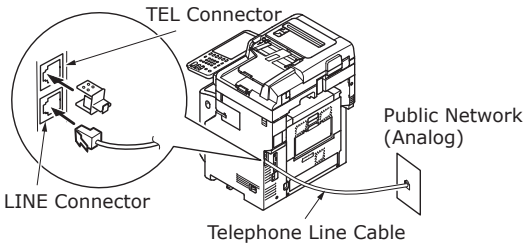
- Connection is not possible to an ISDN network. Use a terminal adaptor (TA) to connect to an ISDN network, and connect to the LINE connector of the machine.
- Make sure that you use the telephone cable that is provided with the product. If you use a different telephone cable, a malfunction may occur.

1 Make the connection while taking into consideration your environment.

- When connecting to a public network (When using the network as a dedicated fax (when the telephone line is not connected to the machine)).

Insert the telephone line cable into the [LINE connector] of the machine.

Insert the cover provided with this machine into the [TEL connector].



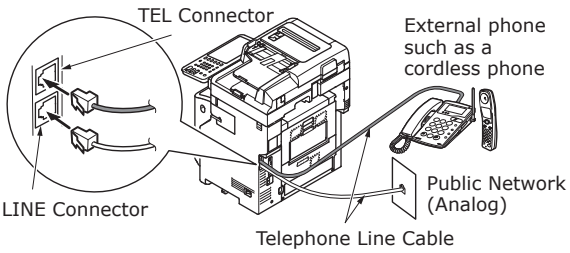
Note

- Make sure that you do not mistakenly insert the cable into the [TEL connector].

- When connecting to a public network (When connecting the telephone to the machine)

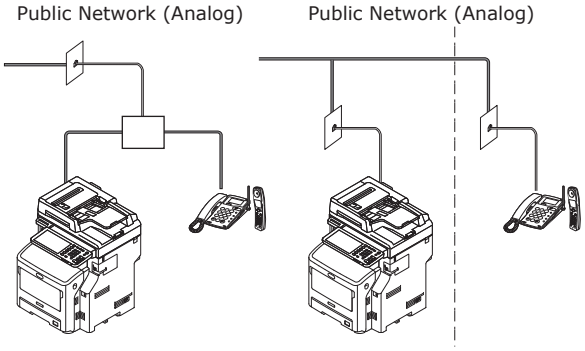
Insert the telephone line cable (that is connected to the public network (analog)) into the [LINE connector].

Insert the telephone line cable from an external telephone into the [TEL connector].



Note

- You can connect only one telephone to the TEL connector of the machine.
- Do not make a branch connection (parallel connection) between the machine and telephone. If you make a branch connection (parallel connection), the following problems may occur. The machine may also start to operate abnormally.
  - When sending or receiving faxes, fax images may distort and communication errors may occur when picking up the receiver of the telephone connected in branch connection (parallel connection).
  - When the phone rings, the ring may be delayed or suddenly stop. In addition, you may not be able to receive a fax that has been sent.

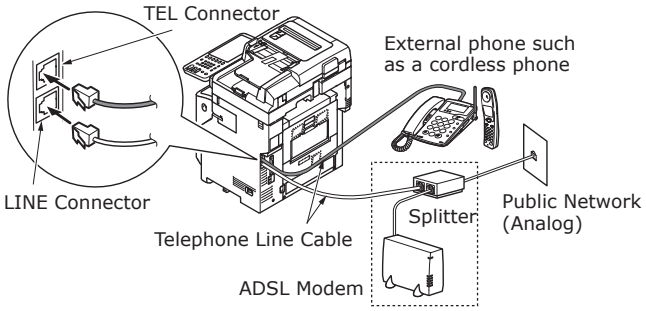


Memo

- For direct wiring, separate work is required. Contact your telephone company for assistance.

● When connecting to an ADSL environment

Insert the telephone line cable (connected to the ADSL modem) into the [LINE connector]. Insert the telephone line cable from an external telephone into the [TEL connector]



Memo

- If you do not intend to dial (outgoing call), turn OFF the [Dial Tone Detection].
- If you cannot send or receive a FAX, turn OFF the [Super G3].

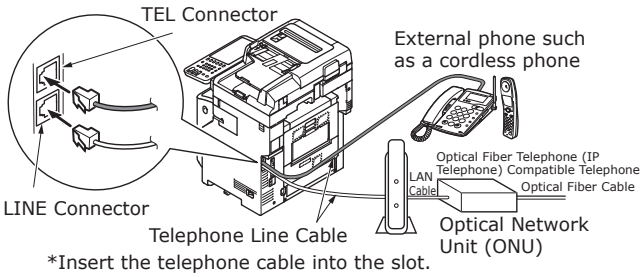
● When connecting to an optical fiber telephone (IP telephone)

Insert the telephone line cable (connected to a telephone compatible with an optical fiber telephone (IP telephone)) to the [LINE connector].

Insert the telephone line cable from an external telephone into the [TEL connector].

! Note

- When communicating with super G3, check that the quality of the provider communication is guaranteed.


TEL Connector
External phone such as a cordless phone
LINE Connector
Optical Fiber Telephone (IP Telephone) Compatible Telephone
LAN Cable
Optical Fiber Cable
Telephone Line Cable
Optical Network Unit (ONU)
*Insert the telephone cable into the slot.

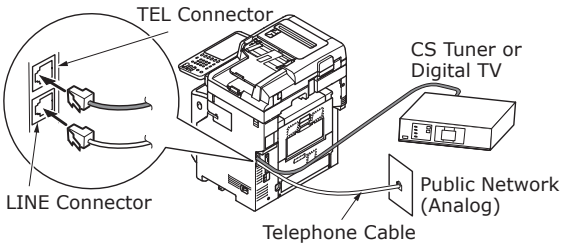
Memo

- If you do not intend to dial (outgoing call), turn OFF the [Dial Tone Detection].
- If you cannot send or receive a FAX, turn OFF the [Super G3].

● When connecting the CS tuner and digital TV

Insert the telephone line cable (that is connected to the public network (analog)) into the [LINE connector].

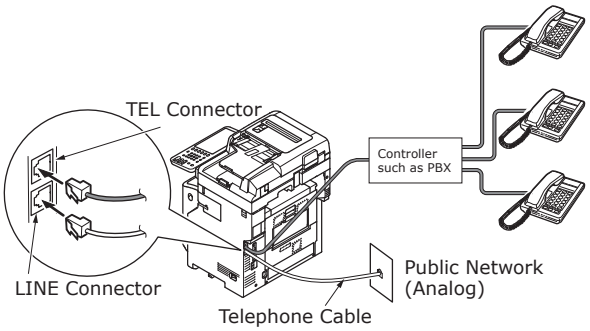
Insert the telephone cable (that is connected to the CS tuner or digital TV) into the [TEL connector].



● When connecting a private branch exchange (PBX), home telephone, and business phone

Insert the telephone line cable (that is connected to the public network (analog)) into the [LINE connector].

Insert the telephone line cable (that is connected to a controller such as the PBX) into the [TEL connector].



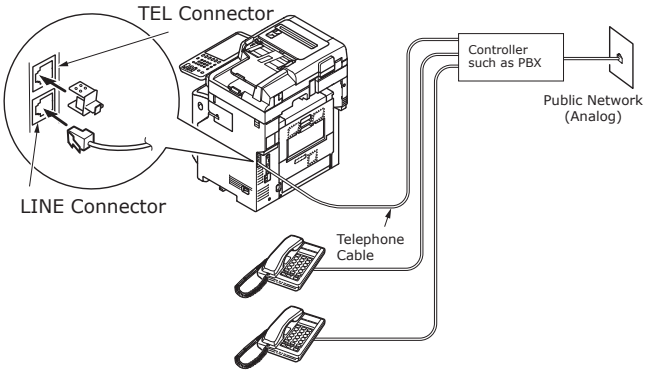
Memo

- For home phones, connect multiple telephones to telephone lines 1 and 2. This is a simple switch device for household use that can use extension telephones and door telephones.
- For business phones, the lines are shared using multiple telephones with a capacity of three telephone lines or more. This is a simple switch device that can use telephones such as extension telephones.

● When connecting the telephone as an extension telephone

Insert the telephone line cable (that is connected to a controller such as the PBX) into the [LINE connector].

Insert the cover provided with this machine into the [TEL connector].



Memo

- Initializing the FAX is required to use the FAX for the first time.
  For details, refer to the ***Advanced Guide***.
- When pushing the FAX function button and displaying the FAX function screen for the first time, the dialogue necessary for setting the country or region is displayed. Use the FAX after setting the country or region.
  For details, refer to the ***Advanced Guide "Chapter 3: INITIALIZE FAX Page"***.

Checking the Copy Operation

For details about how to turn ON the machine, see "Turning Power ON" (P.51).

Checking the copy operation

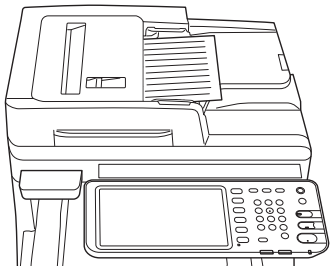
Check the copy operation of the machine.

Memo

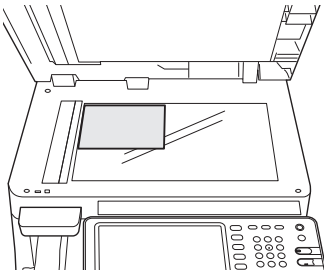
- The following procedure uses the factory settings.
- Press the [COPY] button to switch to the copy screen.

1 Place the document.

- When using the automatic document feed (ADF).
  Place the documents face up, and load the documents so that the first page is on top.

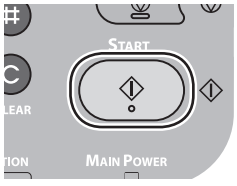


- When using the platen (glass surface).
  Place the documents face down, and place the corner of the document so that it aligns with the setting reference at the back and to the left side.



See "About Document Copies" (P.72)

2 Press the [START] button.



The copy starts.

3 Turning Power ON/OFF

Precautions about the Power Supply P.50

Turning Power ON P.51

Turning Power OFF P.52

Reducing Power Consumption When the Machine is not in Use (Power Save Mode) P.53

Precautions about the Power Supply

⚠WARNING	There is a risk of electric shock and/or fire.	

- Be sure to turn off the power when attaching or removing the AC cable and ground wire.
- Be sure to connect the ground wire to a dedicated grounding terminal. Please consult with the retail store where you purchased this product if the power supply cannot be grounded.
- Do not connect the ground wire to an object such as a water pipe, a gas pipe, a telephone wire, or a lightning rod under any circumstances.
- Be sure to connect to the ground terminal before connecting the power cord to the power supply plug. Also, keep the power supply plug away from the power supply.
- Always grip the cord by its plug when removing it from the outlet.
- Insert the power plug fully into the outlet.
- Do not touch the power cord or machine if your hands are wet.
- Place the power cord where it will not be stepped on. Do not place any objects on the power cord.
- Do not tie or bundle the power cord.
- Do not use a damaged power cord.
- Do not use multi-outlet adapters.
- Do not connect this machine and other electrical products to the same wall outlet. In particular, sharing an outlet with electrical products such as air conditioners, copiers, or shredders may cause the machine to operate incorrectly because of electric noise. If this is unavoidable, use a commercial noise filter or a commercial noise cut transformer.
- Use the power cord provided with the product and connect it directly to the ground terminal. Do not use any other power cord with the machine.
- Do not use an extension cord. If using an extension cord is unavoidable, make sure that you use a product rated at 15 A or more.
- Use of an extension cord may cause the machine to operate incorrectly because of AC voltage drop.
- Periodically remove the power supply plug from the outlet and clean the base of the prongs and between the prongs. Dust may adhere to the plug if you leave it in the outlet for extended periods of time. This can cause a short circuit and lead to a fire.
- During printing, do not shut off the power supply or pull out the power plug.
- Unplug the power cord if you do not intend to use the machine for an extended period of time, such as a long vacation.
- Do not use the power cord provided with this product with other products.

- The power supply must meet the following conditions:

  Current (AC): 110 - 127 VAC (Range 99 - 140 VAC)
  220 - 240 VAC (Range 198 - 264 VAC)

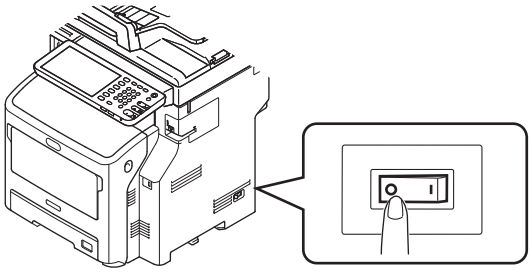
  Frequency: 50Hz or 60Hz ± 2%

- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of this machine is 1500 W. Ensure that the power supply is sufficient to operate this machine.
- We do not guarantee operations when an uninterruptible power system (UPS) or inverter is used. Do not use an uninterruptible power system (UPS) or inverter.

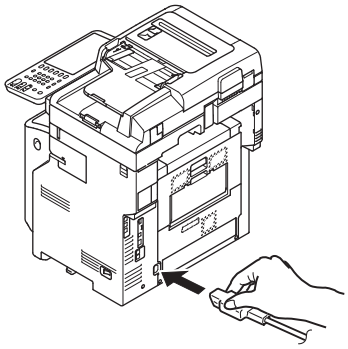
Turning Power ON

1 Connect the power supply cord.

(1) Check that the power switch has been turned OFF (O).



(2) Connect the power supply cord to the machine.



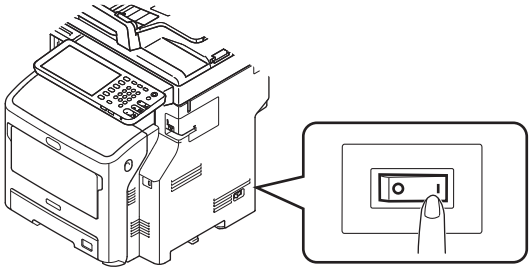
(3) Insert the power supply plug into the outlet.

2 Turn ON the power switch.

(1) Check that there are no documents in the document holder.

(2) Check that there are no documents in the document tray of the automatic document feed.

(3) Turn ON the power switch (I).



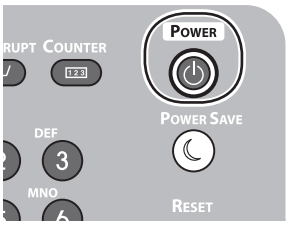
Turning Power OFF

Make sure you follow this procedure when turning OFF the power.

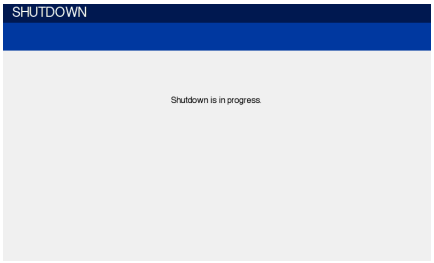
Note

- Do not abruptly turn OFF the power supply. This may damage the machine.

1 Press the [POWER] button until a "pip" sound is heard.



2 The following screen appears for a while.



Memo

- When the screen above disappears, turn OFF the power switch.

Reducing Power Consumption When the Machine is not in Use (Power Save Mode)

When the machine has been idle for a certain period of time, it automatically enters power save mode to reduce power consumption. You can enter the power save mode manually by pressing the [POWER SAVE] button on the operator panel.

Power Save Mode

- Press the [POWER SAVE] button to enter power save mode.
- When the machine is idle for 1 minutes, it automatically enters the power save mode.
  - 🕮 If you want to change the amount of time that elapses before entering the power save mode, press the [SETTING] button, and then configure in [ADMIN] - [GENERAL] - [POWER SAVE] - [AUTO POWER SAVE].
- You can send loaded documents to memory or print received documents even in power save mode.
- When in power save mode, the number of times an incoming call will ring will be longer than the set value.
- When in power save mode, the [POWER SAVE] button glows green.
- When you press the [POWER SAVE] button in power save mode, the machine returns to normal standby mode.

! Note

- If an error occurs and a message appears, as when the toner is empty, the [POWER SAVE] button can not be used.

Memo

- When restoring the machine from power save mode, open and close the document holder cover, otherwise the document size will not correctly be recognized if you have placed a document on the platen (glass surface).

4
About Paper

About Paper P.55

How to Load the Paper P.63

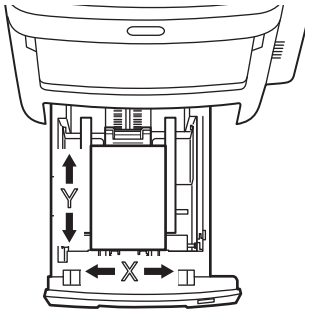
Paper Output P.71

About Paper

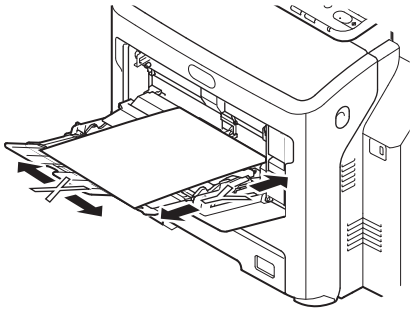
The Width and Length of the Paper

When expressing the size of paper, X represents the width of the paper and Y represents its length.

● Tray Cassette



● Multi-Purpose Tray (MPT)



Supported Paper

For high quality printing, use paper that meets the requirements for quality, thickness, and surface finish. If not using recommended paper, test the print quality and the movement of the paper beforehand to avoid problems.

■ About the type, size, and thickness of the paper.

Note

- There are limitations to the paper source or the output method depending on the type, size, and thickness of the paper.

Paper Type	Paper Size mm (inch)		Paper Thickness
Plain Paper	A4	210×297	64 to 250 g/m² For duplex print, 64 to 105 g/m² Supported paper sizes are A4, A5, B5, Letter, Legal (13 inch), Legal (13.5 inch), Legal (14 inch), executive.
	A5	148×210	
	A6	105×148	
	B5	182×257	
	Letter	215.9×279.4 (8.5×11)	
	Legal (13 inch)	215.9×330.2 (8.5×13)	
	Legal (13.5 inch)	215.9×342.9 (8.5×13.5)	
	Legal (14 inch)	215.9×355.6 (8.5×14)	
	Folio	210×330	
	Executive	184.2×266.7 (7.25×10.5)	
	Custom	Width 64 - 216 Length 210 - 356	64 to 200 g/m²
Envelope	Com-10	104.8×241.3 (4.125×9.5)	Envelopes should be 24lb paper, with folded flaps.
	DL	110×220 (4.33×8.66)	
	C5	162×229 (6.4×9)	
Label	A4	210×297	0.1-0.2mm
	Letter	215.9×279.4 (8.5×11)	
Partly-Printing Paper	Complies with the criteria for plain paper.		64-200g/m²
Color Paper	Complies with the criteria for plain paper.		64-200g/m²
Index Card	Index Card	76.2×127 (3×5)	

■ Paper Recommendations

Your machine will handle a variety of print media, including a range of paper weights and sizes.

This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 75 - 90 g/m2 paper designed for use in copiers and laser printers.

Use of heavily embossed or very rough textured paper is not recommended.

Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

Envelopes should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of machine. Window envelopes are not suitable.

Labels should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may damage the machine due to the labels peeling off during the printing process.

■ Acceptable paper

Paper source	Paper type	Paper thickness	Maximum sheet capacity	Paper size
Tray 1 Optional Trays (2 - 4)	Plain (Thin)	64 - 74 g/m² 17 - 19 lb. Bond	580 sheets	A4, A5, B5, Folio, Letter, Legal, 13”LG, 8.5”SQ, 16K, 13.5”LG, Executive
	Plain	75 - 90 g/m² 20 - 24 lb. Bond	530 sheets	
	Thick 1	91 - 104 g/m² 25 - 27 lb. Bond	420 sheets	
	Thick 2	105 - 120 g/m² 28 - 32 lb. Bond	360 sheets	
	Thick 3	121 - 188 g/m² 33 - 50 lb. Bond	230 sheets	
	Thick 4*2	189 - 220 g/m² 51 - 58 lb. Bond	190 sheets	Non-Standard-size: Length: 210 - 356 mm Width: 148 - 216 mm
Multi-Purpose Tray	Plain (Thin)	64 - 74 g/m² 17 - 19 lb. Bond	110 sheets	A4, A5, A6*2, B5, Folio, Letter, Legal, Statement, 13”LG, 8.5”SQ, 16K, 13.5”LG, Index Card*2, Executive
	Plain	75 - 90 g/m² 20 - 24 lb. Bond	100 sheets	
	Thick 1	91 - 104 g/m² 25 - 27 lb. Bond	80 sheets	
	Thick 2	105 - 120 g/m² 28 - 32 lb. Bond	60 sheets	
	Thick 3	121 - 188 g/m² 33 - 50 lb. Bond	40 sheets	
	Thick 4*2	189 - 220 g/m² 51 - 58 lb. Bond	30 sheets	
	Thick 5*1, *2	221 – 250 g/m² 59 – 66 lb. Bond	30 sheets	Length: 127 - 356 mm Width: 64 - 216 mm
	Envelope 1*1	64 - 74 g/m² 17 - 19 lb. Bond	1 sheet	DL (110 x 220 mm)*2, CHO-3 (120 x 235 mm), YOU-4 (105 x 235 mm), C5 (162 x 229 mm)*2, COM9 (3 7/8 x 8 7/8”), COM10 (4 1/8 x 9 1/2”), Monarch (3 7/8 x 7 1/2”)*2
	Envelope 2*1	75 - 82 g/m² 20 - 22 lb. Bond		
	Envelope 3*1	83 - 90 g/m² 23 - 24 lb. Bond		
	Envelope 4*1	91 - 104 g/m² 25 - 27 lb. Bond		
	Special 1*1	64 - 120 g/m² 17 - 32 lb. Bond	30 sheets	Label 1
	Special 2*1	121 - 188 g/m² 33 - 50 lb. Bond	30 sheets	Label 2
	Special 3*1	-	-	Transparency
	Special 4*1	64 - 104 g/m² 17 - 27 lb. Bond	-	Glossy 1
	Special 5*1	105 - 120 g/m² 28 - 32 lb. Bond	-	Glossy 2
	Special 6*1	121 - 188 g/m² 33 - 50 lb. Bond	-	Glossy 3

*1: Duplex copying is not available.

*2: The following types of paper are recommended to be output to the face up stacker:
A6, DL, Monarch, C5, Index Card, Non-Standard-size paper (excluding paper with a length from 210 mm to 356 mm), Thick 4, and Thick 5

Selecting the paper source and output method for each paper type.

◎: You can use one-sided or two-sided (duplex) printing.

○: You can use one-sided printing only.

△: You can use various sizes of print media (one- or two-sided printing).

△: You can use various sizes of print media (one-sided printing only).

×: Unusable.

Paper Type	Paper Size	Paper Source			Output Method	
		Tray Cassette*1		MP Tray Manual	Face Up (Page Output from the front)	Face Down (Page Output from the back)
		Tray 1	Tray 2*2 Tray 3 Tray 4			
Plain (Thin) Paper	A4, A5 B5, letter Legal (13 inch) Legal (13.5 inch) Legal (14 inch) Folio Executive	◎	◎	◎	◎	◎
	A6	×	×	○	○	×
	Custom*3	△*4	△*4	◎	◎	△*4
Thick 1	A4, A5 B5, letter Legal (13 inch) Legal (13.5 inch) Legal (14 inch) Folio Executive	◎	◎	◎	◎	◎
	A6	×	×	○	○	×
	Custom*3	△*4	△*4	◎	◎	△*4
Thick 2 Thick 3	A4, A5 B5, letter Legal (13 inch) Legal (13.5 inch) Legal (14 inch) Folio Executive	○	○	○	○	○
	A6	×	×	○	○	×
	Custom*3	△*4	△*4	◎	◎	△*4
Thick 4	A4, A5 B5, letter Legal (13 inch) Legal (13.5 inch) Legal (14 inch) Folio Executive	◎	◎	◎	○	×
	A6	×	×	○	○	×
	Custom*3	△*4	△*4	◎	○	×

Paper Type	Paper Size	Paper Source			Output Method	
		Tray Cassette*1		MP Tray Manual	Face Up (Page Output from the front)	Face Down (Page Output from the back)
		Tray 1	Tray 2*2 Tray 3 Tray 4			
Thick 5	A4, A5 B5, letter Legal (13 inch) Legal (13.5 inch) Legal (14 inch) Folio Executive	×	×	○	○	×
	A6	×	×	○	○	×
	Custom*3	×	×	○	○	×
Envelope*5	Com-10, DL C5	×	×	○	○	×
Label*5	A4	×	×	○	○	×
Index Card	Index Card	×	×	○	○	×

*1: The order of the trays from the bottom up is Tray 1, Tray 2, Tray 3, and Tray 4

*2: Tray 2, Tray 3, and Tray 4 are optional.

*3: Custom: Width of 64 to 216 mm and a height of 127 to 1321 mm. Printable size for duplex printing: Width of 148 to 216 mm and a height of 210 to 356 mm.

*4: Width of 148 to 216 mm and a height of 210 to 356 mm.

*5: When using postcards, envelopes, and labels, the printing speed becomes slower.

! Note

- If you load the paper vertically (▯) in the tray, but configure the machine to horizontal (▭), this will slow the print speed.
- If you load A6 paper, but configure the machine to A5 size and a paper width of 148 mm or less (A5 width), this will slow the print speed.
- If you configure the paper size to [Custom] by using the operator panel, the [Paper Size Dial] setting of the tray cassette becomes unavailable.

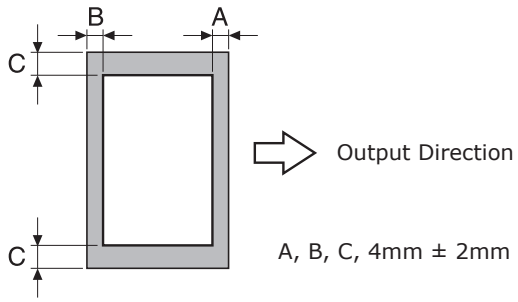
Printable Areas of the Paper

The area of the paper that cannot be printed on is shown below.

Area (A) of 4 mm ± 2 mm from the front end of the paper.

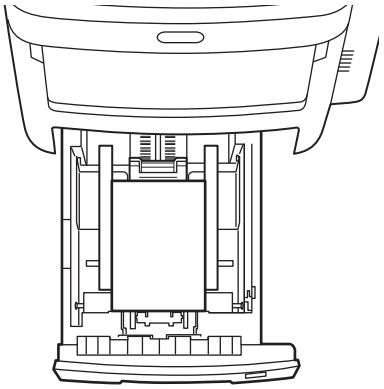
Area (B) of 4 mm ± 2 mm from the back end of the paper.

Area (C) of 4 mm ± 2 mm from the end of the paper.



About Symbols

The (◪) symbol indicates vertical placement of the paper when viewed from the front of the machine.



Storing Paper

Be sure to store paper properly, otherwise it can absorb moisture, discolor, or curl. If that happens, it can affect print quality and cause paper misfeeds. Do not open the packaging until you intend to use the paper.

■ Store paper under the following conditions.

- Inside a cabinet or other dry, dark place.
- On a flat surface.
- Temperature 20°C and humidity: 50% RH

■ Do not store paper under the following conditions.

- Directly on the floor
- In direct sunlight
- Near the inside of an exterior wall
- On an uneven surface
- Where static electricity may be generated
- In places that are excessively hot or which experience rapid temperature changes.
- Near a copier, air conditioner, heater, or duct.

! Note

- Storing paper for long periods of time may cause printing problems.

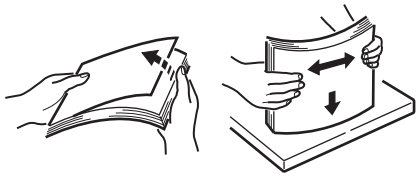
How to Load the Paper

Loading the paper in the tray cassette

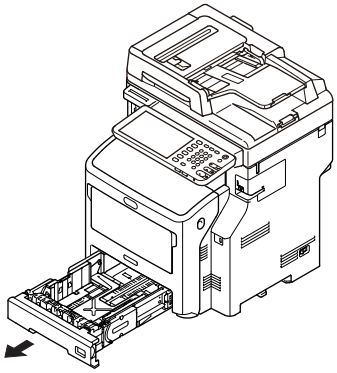
Plain paper is the only type of paper that can be loaded in the tray cassette.

Follow this procedure to load the paper in the tray cassette. After you have loaded the paper, configure the paper type and thickness by using the operator panel.

1 Flex the stack of paper back and forth a few times. Then, make a neat stack by straightening its edges against a level surface.



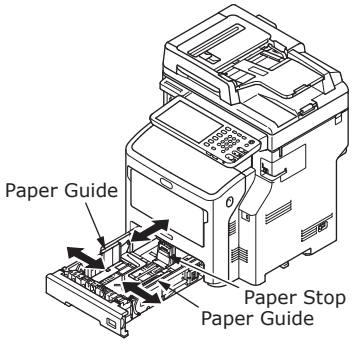
2 Open the tray cassette.



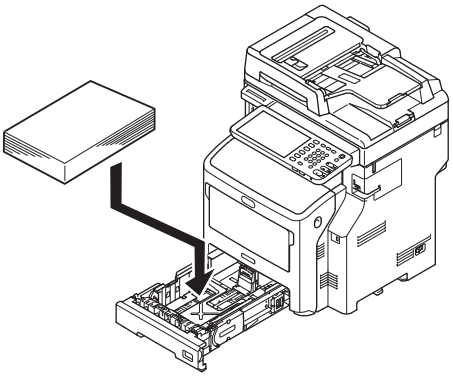
Note

- Do not remove the cork that is attached to the plate.

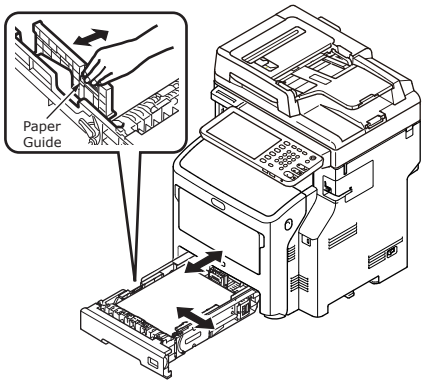
3 Adjust the paper guide and paper stop to fit the paper size, and make sure they are secure.



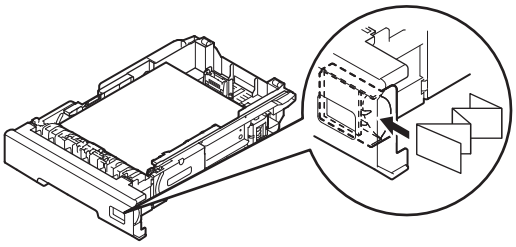
4 The side that you want to print on should be placed face down when loading the paper.



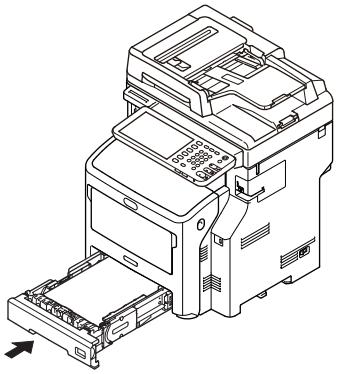
5 Check the paper guide, and make sure that the paper is secure.



6 Display the size of the paper to be loaded on the indicator then insert the indicator.

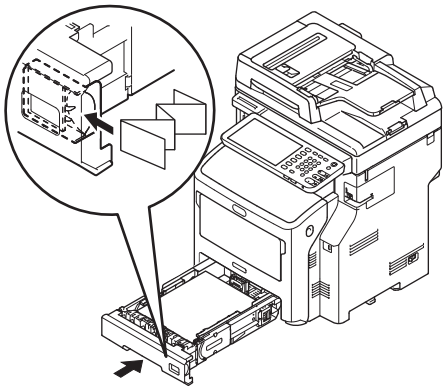


7 Return the tray cassette to its original position.



Setting the paper size indicator

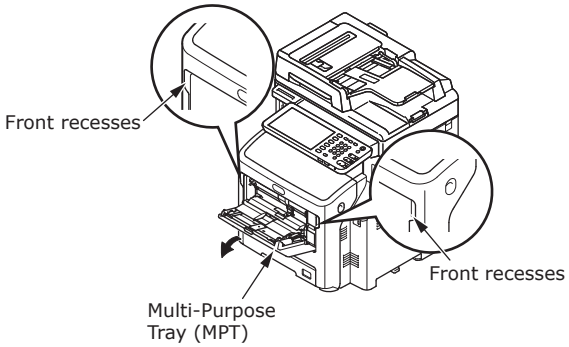
After you have loaded paper in tray 1 or tray 2/3/4 (optional), you must set the paper size indicator to match the way the paper was placed in the tray cassette.



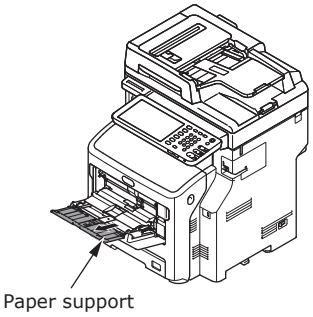
Using the Multi-Purpose Tray (MPT)

Use the multi-purpose tray (MPT) when you want to print on plain paper, postcards, envelopes, OHP film, or labels. The side you want to print on should be placed face up. After loading the paper, configure its size, type, and thickness by using the operator panel.

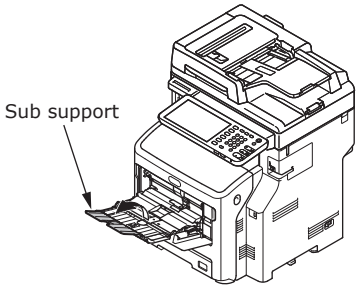
1 Open the multi-purpose tray forward by inserting your fingers into the front recesses.



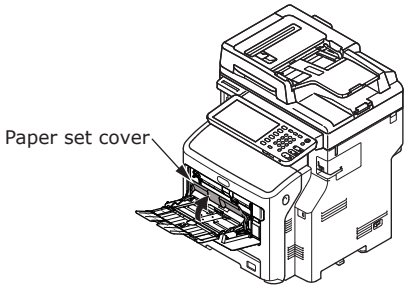
2 Pull out the paper support by holding the center part of it.



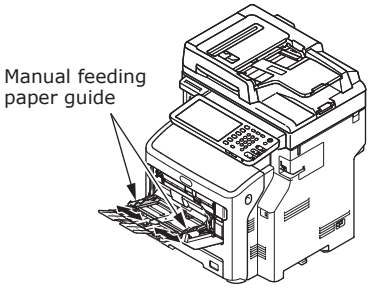
3 Unfold the sub support.



4 Open the paper set cover.



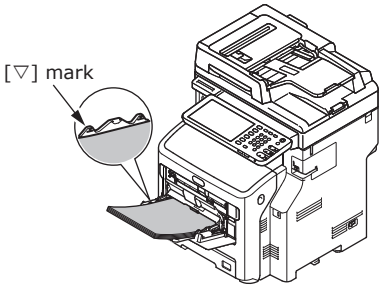
5 Adjust the manual feeding paper guide to the width of paper to be loaded.



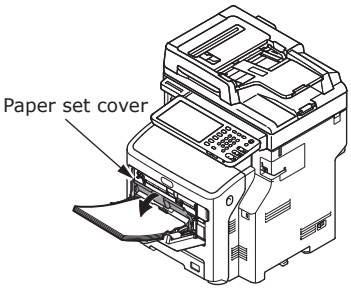
6 Insert the paper with the print side face up.

! Note

- Do not load paper exceeding the [▽] mark.



7 Close the paper set cover.

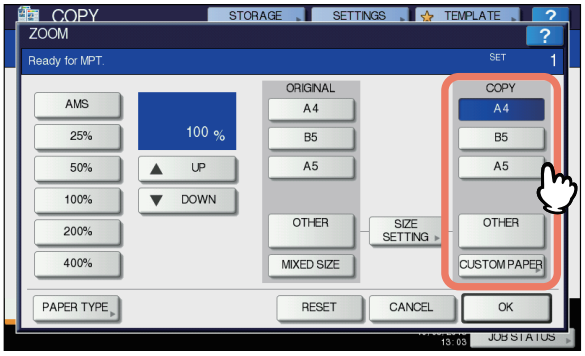


"Zoom" screen is automatically displayed on the touch panel.

Note

- Do not mix papers of different size, type, or thickness.
- When adding paper to the multi-purpose tray, take out any paper already inserted, then add the extra paper and realign the paper into a tidy stack.
- Curled or warped postcards or envelopes may cause misfeeds. Try to use material that is not curled. Any curl of 2 mm or more should be corrected.
- Do not place any material on the multi-purpose tray other than paper for printing. Do not use excessive force when raising or pushing the multi-purpose tray.

8 Select the same size button under "COPY" as that of the paper you placed on the multi-purpose tray.

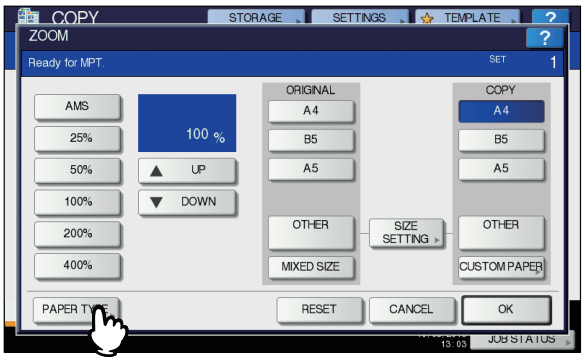


The paper size is now set.

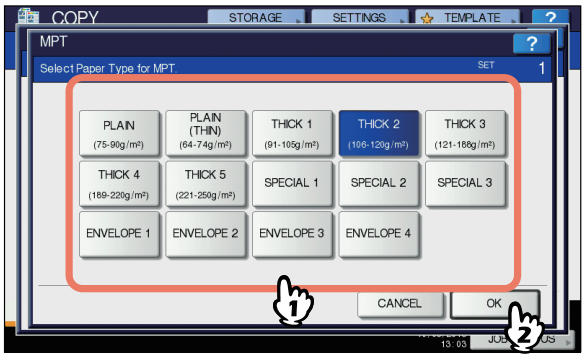
Note

- If the paper size is not selected in this step, copying may be slowed down.

9 Press [PAPER TYPE] on the touch panel if the paper type of the paper you placed on the multi-purpose tray is other than plain paper.



10 Press the button of the same paper type as the paper you placed on the multi-purpose tray. Then press [OK].



Note

- If you select a wrong paper type, this could cause a paper misfeed or significant image trouble.
- When you select a paper type, you can confirm it with the icons displayed on the equipment status indication area as shown below.

Paper type	Icon
PLAIN	–
PLAIN (THIN)	
THICK 1	
THICK 2	
THICK 3	
THICK 4	
THICK 5	
SPECIAL 1	
SPECIAL 2	
SPECIAL 3	
ENVELOPE 1	
ENVELOPE 2	
ENVELOPE 3	
ENVELOPE 4	

Note

- Automatic 2-sided copying can be applied to plain paper and THICK 1.
- For envelopes, only 1-sided copying can be performed on its front side.

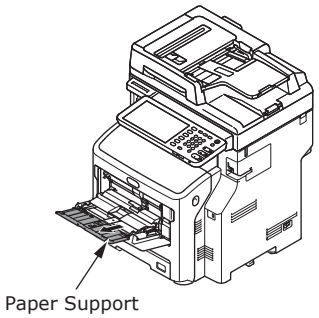
11 After setting the paper size and type, press [OK].

The menu returns to the BASIC menu.

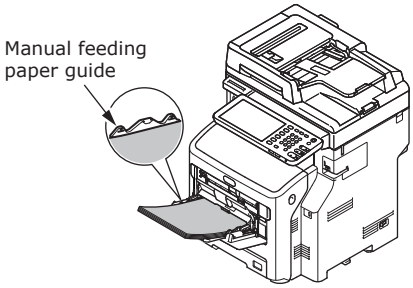
12 Select other copy modes as required, and then press the [START] button on the control panel.

13 After printing is completed, close the multi-purpose tray (MPT).

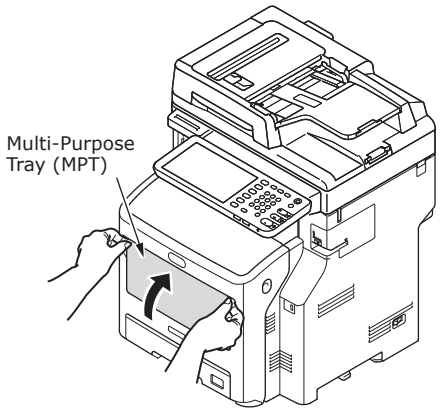
(1) Close the paper support.



(2) Slide each manual feeding paper guides back to its original position.



(3) Fold up the multi-purpose tray.



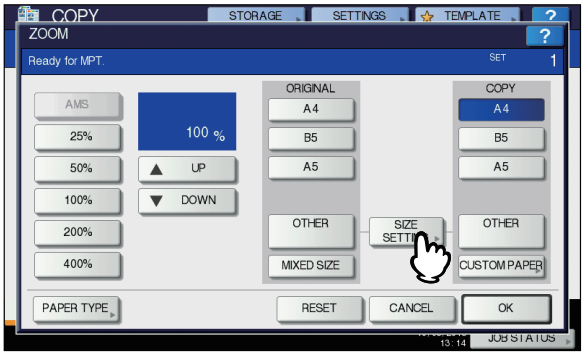
Registering paper sizes to "OTHER" size

When using custom sizes, configure the width and length of the paper here.

1 Place the original(s) and paper.

Basic Guide

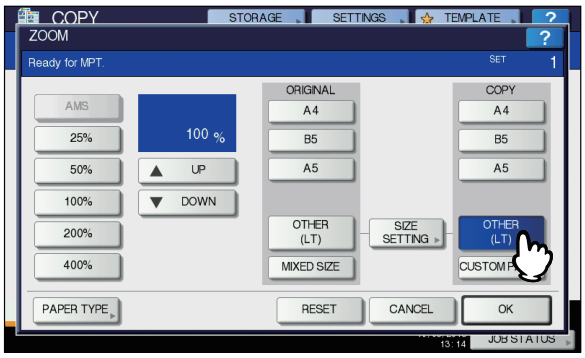
2 Press [SIZE SETTING] on the touch panel.



3 Press the button of the same size as the paper you placed on the multi-purpose tray.

The selected size will be registered as an "OTHER" size.

4 Press [OTHER] under "COPY".

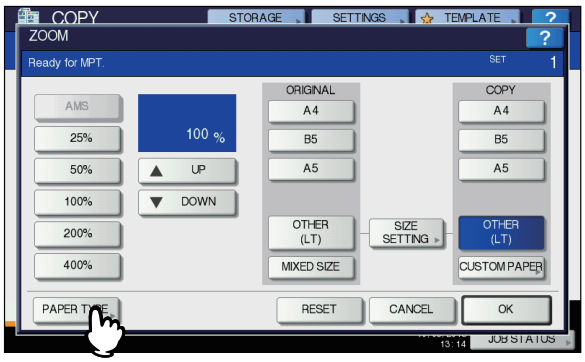


The paper size is now set to the one registered as "OTHER" size.

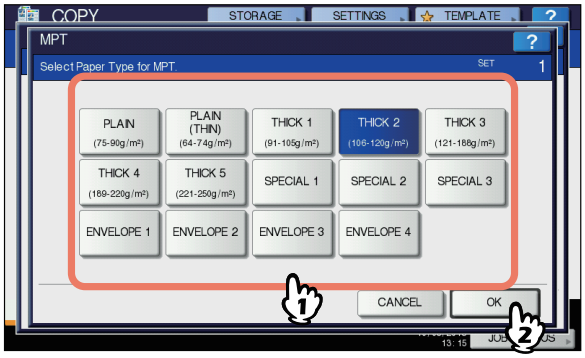
Note

- If the paper size is not selected in this step, copying may be slowed down.

5 Press [PAPER TYPE] if the paper you placed on the multi-purpose tray is other than plain paper.



6 Press the button of the same paper type as the paper you placed on the multi-purpose tray. Then press [OK].



Note

- If you select a wrong paper type, this could cause a paper misfeed or significant image trouble.
- When you select a paper type, you can confirm it with the icons displayed on the equipment status indication area. For details, refer to the ***Basic Guide***.

7 **After setting the paper size and paper type, press [OK].**

The menu returns to the BASIC menu.

8 **Select other copy modes as required, and then press the [START] button on the control panel.**

About Auto Tray Switching (Auto Tray Switch Function)

When a tray or multi-purpose tray runs out of paper while printing, the machine locates another tray or multi-purpose tray with the same size of paper and begins feeding paper from that tray.

If an additional tray unit has been installed, up to 1460 pages can be continuously printed or copied (A4 paper only).

■ Paper Switch Order.

When operating the automatic paper feed function, the following order of priority for the tray or multi-purpose tray is selected.

Memo

- If you are loading non-conventional paper such as OHP film or labels in the multi-purpose tray, the auto tray switch may mistakenly use the wrong paper source. In this situation, we recommend configuring paper other than plain paper in advance.

When you are printing copies or received faxes.

Tray 1 → Tray 2 → Tray 3 → Tray 4 → MP Tray

When you are printing from the computer.

Starting from the tray or multi-purpose tray that is currently being used, follow the settings of the [Paper Source] of the printer driver.

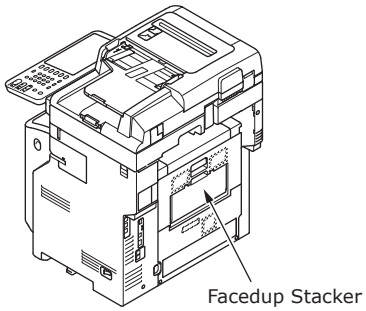
Paper Output

Using the Facedown Stacker

Printed paper is delivered with the print side face down, and stacked in the order printed.

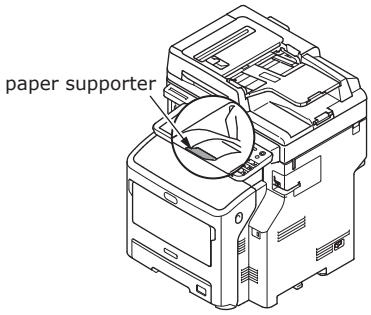
Capacity of about 250 sheets at 82g/m^2.

1 Make sure that the facedown stacker at the rear of the machine is closed.
Otherwise, printed paper will be delivered to the facedown stacker.



Memo

- Open the paper supporter so that the printed papers do not fall down from the top cover.



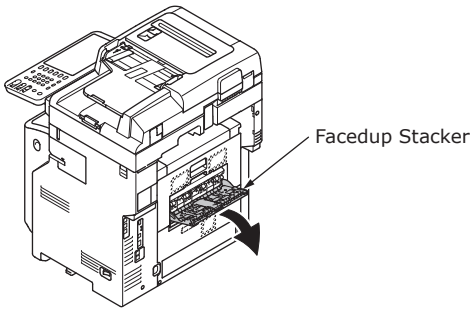
Using the Facedup Stacker

Printed paper such as A6 paper, postcards, envelopes, labels, and OHP film is delivered to the facedup stacker.

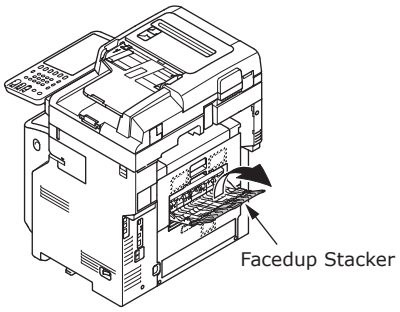
Paper is delivered with the print side face up, stacked opposite the order printed.

Capacity of about 100 sheets at 82g/m^2.

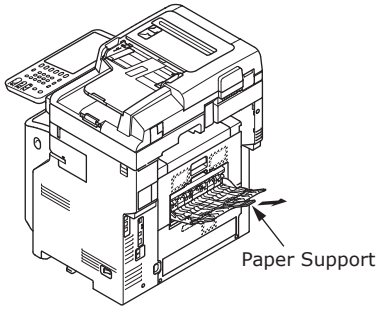
1 Pull open the facedup stacker at the rear of the machine.



2 Fold out the faceup stacker.



3 Pull out the paper support.



! Note

- Printed paper is delivered to the facedup stacker.

5 About Document Copies

About Document Copies P.72

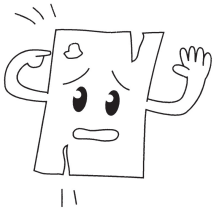
Loading Documents P.76

About Document Copies

Document Conditions

You cannot load the following kinds of documents into the automatic document feed. Please use the platen (glass surface).

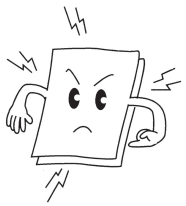
- Documents with tears or holes.



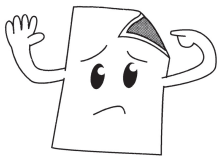
- Documents that are creased or curled.

- Wet documents.

- Documents charged with static electricity.

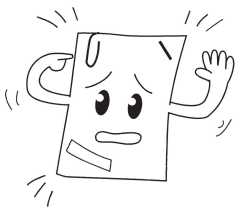


- Documents with a carbon on the back surface.

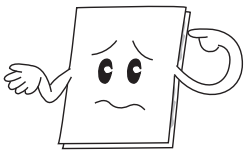


- Cloth, metal sheets, or OHP film.

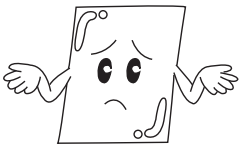
- Documents containing such things as staples, clips, or tape.



- Multipart documents or documents with glue attached.



- Shiny documents or documents with unconventional coatings.



When placing a document on the platen (glass surface), avoid damaging the glass by following these points.

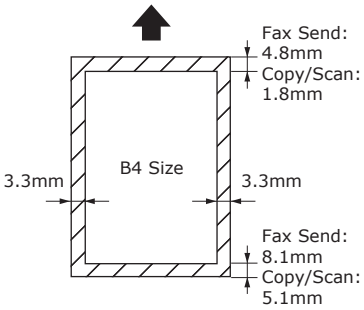
- Do not press the document against the platen with excessive force, especially when trying to copy a thick document.
- When using a hard object as the document, place it gently on the platen.
- If the document has sharp edges, be careful not to scratch the glass.

Readable Areas of the Document

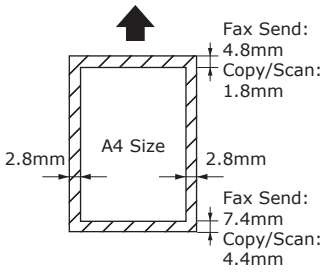
Even characters in the gray area may be unreadable.

Memo

- ⬆ This symbol indicates the direction of the automatic document feed or the read start direction on the platen (glass surface).
  - B4 Size



  - A4 Size

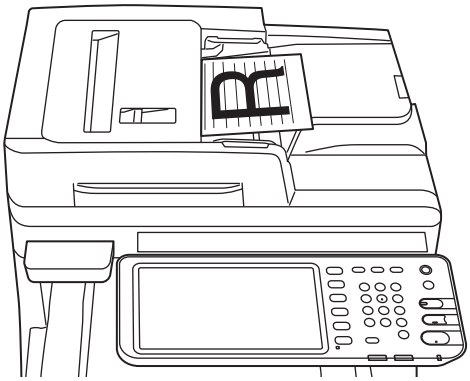


About Symbols

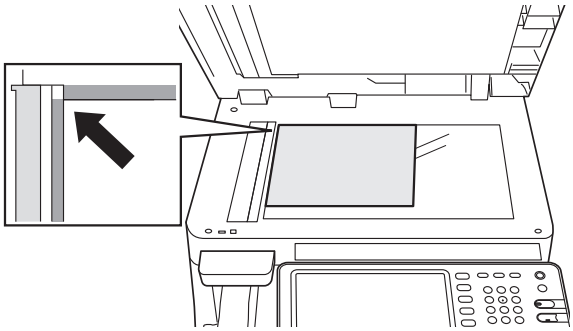
This symbol indicates horizontal placement of the document when viewed from the front of the machine. Documents are inserted from the short side when using the automatic document feed.

■ Example: A4

When loading a document in the automatic document feed.



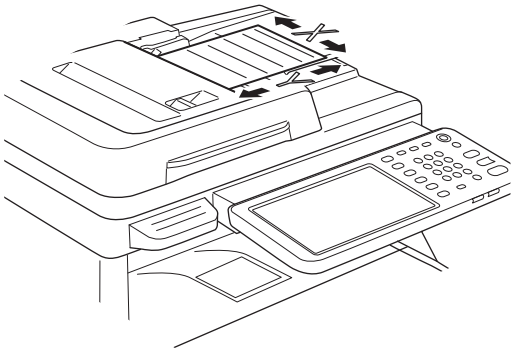
When loading a document on the platen (glass surface).



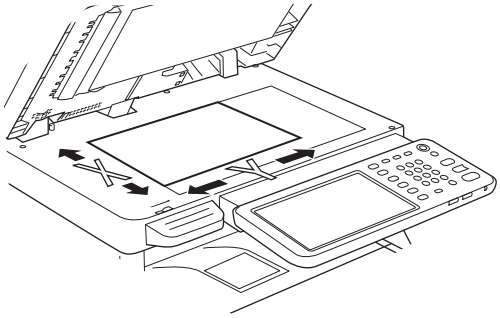
The Width and Length of the Document

When expressing the size of the document, X represents the width of the paper and Y represents its length.

● Automatic Document Feed

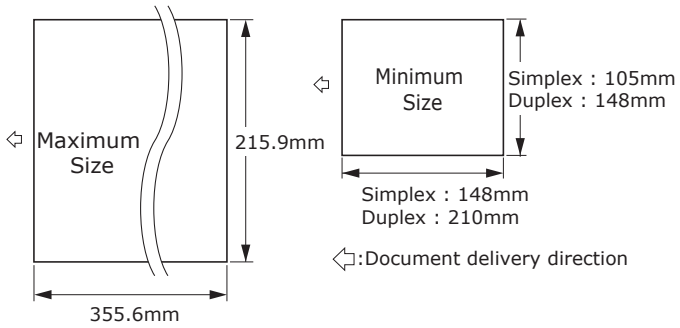


● Platen (Glass Surface)



Loadable Document Sizes

■ Document sizes for the automatic document feed.



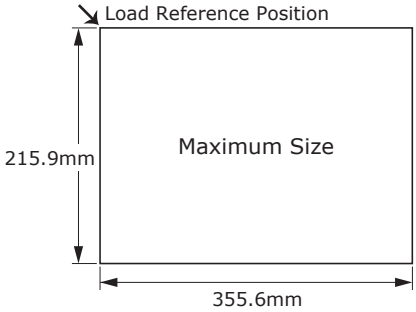
	When reading only one page.	Auto Continuous Reading
Maximum	Width 215.9 mm × length 355.6 mm	
Minimum	Simplex : A6 (Width 105 mm × length 148 mm) Duplex : B5 (Width 182 mm × length 257 mm)	
Single Load Number *1	—	A4/ letter (80g/m2) :100 pages legal (⊿) :30 pages A4/ letter (excluding 80g/m2), B5, A5, half-letter:50 pages
Document Paper Thickness	42-128g/m^2 (0.05-0.15mm)	52-105g/m^2 (0.07-0.12mm)
Document Paper Quality	Equivalent high quality paper.	

*1 Sometimes the capacity of the memory may be exceeded even if amount of loaded paper does not exceed the load number indicated in the previous table, depending of the content of the document.

Memo

● The paper thickness for newspapers is 0.05 to 0.06 and for mailing postcards is 0.23 mm.

■ Document Sizes for the Platen (Glass Surface)



Maximum	Width 215.9mm (8.5”) × length 355.6mm (14”)
Minimum	20mm or less

Loading Documents

Loading the Documents

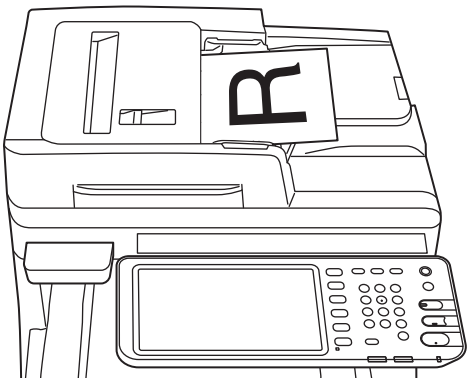
Make sure that documents containing correction fluid, ink, and stamps are completely dry before loading them.

⚠ CAUTION

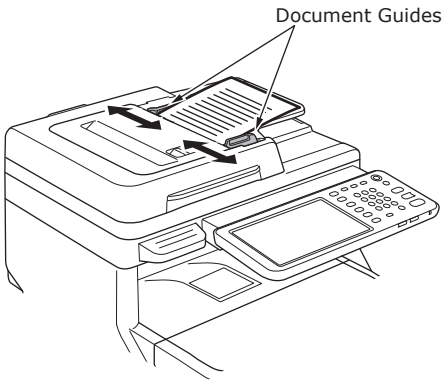
- For the duplex original, the original pops out from the automatic document feed.
  - Do not put your hand on automatic document feed. Paper may damage the hand.
  - Do not put an object on automatic document feed. This could cause a paper misfeed.

■ When loading a document in the automatic document feed.

1 Place the side of the document that you want to copy face up in the center of the holder.



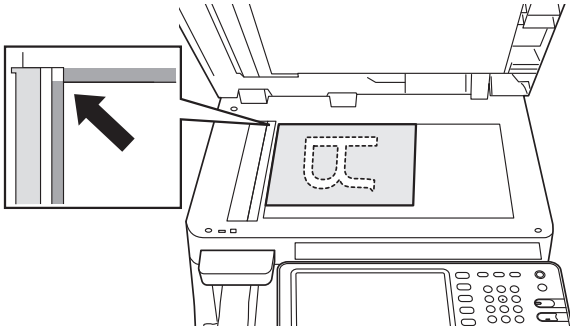
2 Adjust the document guides to the width of the document.



3 Gently insert the edges of the documents so that they touch the end of document feed.

■ When loading a document on the platen (glass surface).

1 Open the document cover, place the side of the document that you want to copy face down, and align the document to the load reference position at the back-left side.



2 Gently close the document cover to secure the document to the platen.

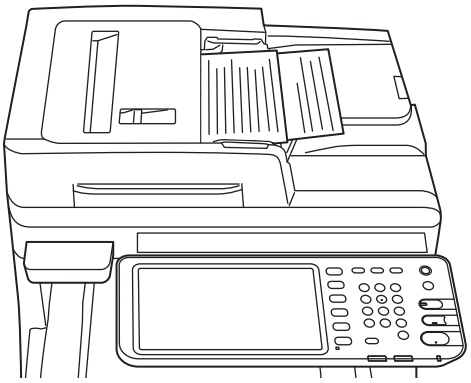
Loading documents of various sizes (mix documents).

When loading several documents with the same width but different lengths, follow these points.

Memo

- The originals which you can set as mix documents are only A4 and FOLIO.

1 Adjust the document guides to the width of the document.



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